

Bowie Police Department - General Orders



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I. INTRODUCTION

As a police administrator, the Captain is expected to perform all duties required of every police officer either directly or through his subordinates and is responsible for the work of operational line officers. As the vital link between Patrol Officers, Corporal, Sergeant, Lieutenant, Deputy Chief, and the Chief of Police, the Captain is concerned with the achievement of Departmental policy and mission. The Captain must understand the Department's policy and mission, assist and instruct in its execution, and translate policy into accomplishing the job. The Captain, having regular direct contact with the supervisors, performs a dual role: technical; having to do with the proper methods of performing the basic police function and interpersonal; having to do with the human relations involved in directing the work of others.

Good self-discipline is a character trait within an Officer that causes the Officer to adhere to high standards of work and behavior on a voluntary basis. Officers are expected to develop and apply good work habits and to conform their conduct to the Department's rules, regulations and statements of policy. The Captain establishes these work habits through the climate of supervision and personal example.

The most difficult part of a Captain's job is administering disciplinary action when an Officer's conduct falls short of the standards and expectations established by these General Orders or any other applicable rules, regulations or policies of the City; it is, however, imperative that a Captain, where appropriate, be willing and able to administer disciplinary action when appropriate. Forms of disciplinary action are discussed in other General Orders, the Bowie Police Department's Code of Conduct and the Law Enforcement Officers' Bill of Rights.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed. The Captain is an appointed position which is superior to the grade of Lieutenant and subordinate to the grade of Deputy Chief. Lieutenants who have served two (2) years of service in the position of Lieutenant with the Bowie Police Department and maintained a satisfactory performance rating or better will be eligible for promotion

to the grade of Captain. However, the Chief of Police may appoint a person to this position that is not a current member of the Bowie Police Department as long as this person meets the required criteria listed in the job announcement.

A. Nature of Work

An Officer with the rank of Captain performs responsible municipal law enforcement management.

The responsibilities of the position involve the command and coordination of subordinate officers engaged in general duty law enforcement. Work requires the use of seasoned judgment in the command of subordinates under normal and emergency circumstances. Work is performed with considerable independence and in accordance with applicable laws, ordinances, and regulations, under the general supervision of the Deputy Chief. Work is reviewed through observation, discussions, and reports for results obtained.

B. Examples of Work

1. Plans, organizes, and direct the programs and activities of the Operations Support and Operations Sections.
2. Supervises directly, or through subordinate supervisors, a moderate sized staff of law enforcement and division employees.
3. Prescribes, publishes, and enforces rules and regulations.
4. Assists in the preparation of the departmental annual operating budget and provides oversight in controlling the expenditure of appropriations.
5. Advises and assists subordinates in highly complex criminal or other investigations: assumes direct command of subordinates in emergency situations or major law enforcement operations.
6. Cooperates with federal, state, county, and local officers in the apprehension of wanted persons and with other departments where activities of the police department are involved. Attends and participates in meeting which are related to the service of the police department.
7. Attends community meetings and other public functions for the purpose of promoting crime prevention, establishing public relations and developing essential partnerships and relationships.
8. Responsible for ensuring the maintenance of all criminal and departmental records according to established laws and procedures.
9. Performs work as directed by the Deputy Chief of Police.

10. Reviews reports of subordinates and prepares reports for the Deputy Chief. Represent the department as needed and respond to and take command of major incidents or emergencies

C. Desirable Education and Experience

Graduation from high school and considerable experience in law enforcement work; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Extensive knowledge of modern police practices, administration and methods;
2. Extensive knowledge of department procedures, rules, and regulations;
3. Considerable knowledge of applicable federal, state, and local laws and ordinances, including laws of arrest;
4. Considerable knowledge of the street layout and geography of the City of Bowie;
5. Extensive knowledge of the principles and methods of organization, management, and supervision;
6. Ability to assign, supervise, review, and evaluate the work of subordinates;
7. Ability to communicate effectively, both orally and in writing;
8. Ability to analyze situations quickly and objectively and to determine proper courses of action;
9. Ability to maintain records and prepare reports;
10. Ability to establish and maintain effective working relationships with others;
11. Ability to meet such physical requirements as may be established by MPCTC;
12. Skill in the use of firearms and such other regular and special police equipment as may be assigned.
13. Knowledge of police communications and regulations.