

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title      Police Captain  
Sch.& Grade   LES-13  
Class Code     BI20  
FLSA Status   Exempt  
Bargain Unit Elig. Not eligible  
Occupational Group Police

**PRIMARY PURPOSE:**

Serves as commanding officer of an assigned district station. Plans, organizes, leads and commands law enforcement personnel for that district. Manages and leads police facilities located in that district. Southside district includes Southside patrol squads, and an appropriate number of traffic enforcement officers, police records staff and criminal investigations staff.

**SUPERVISION:**

Under the general supervision of a police major, as assigned; commands subordinates for the district including lieutenants, sergeants, corporals, police officers and/or non-sworn personnel.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Leads and supervises law enforcement personnel for an assigned district.
2. Plans, directs, administers and coordinates personnel and resources to provide police services.
3. Develops specialized plans and performs research on projects assigned.
4. Prepares, justifies and administers operating budgets.
5. Prepares and supervises the preparation of necessary reports and records.
6. Establishes direct liaison with members of the community for the purposes of improving police services and improving department community relations.
7. Represents the department in various community activities and makes public presentations to groups.
8. Assists in developing and enforcing department rules and regulations.
9. Assigns priorities to department mission.
10. Coordinates activities with other districts, sections, divisions and agencies and works closely with the majors of each division.
11. Demonstrates continuous effort to improve operations and customer service.
12. Participates in news media interviews to communicate various police business.
13. Conducts performance evaluations of command personnel and reviews ratings conducted by supervisory staff; recommends and implements discipline as warranted.
14. Operates department vehicles under emergency and non-emergency situations. Utilizes and operates other specialized equipment such as mobile computer terminals.
15. Assumes command over law enforcement situations and makes arrests as necessary.
16. Exercises authority commensurate with responsibility, including independent judgment.
17. May serve as acting division commander in absence of the major.
18. Demonstrates leadership for the department and the community.

**IMPORTANT FUNCTIONS:**

1. Attends training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Knowledge of police administration theories and practices; understanding of the principles and practices of leadership, supervision and personnel administration; knowledge of finance, budgeting, planning, and labor relations theory and practice; general social problems and cultural diversity of citizenry; police methods practices and procedures; federal, state, and municipal criminal and traffic laws and related court decisions, department policies, administrative regulations and Merit Rules.

**Abilities**

Effectively lead and manage sworn and non-sworn law enforcement staff; perform a broad range of supervisory responsibilities over others; work cooperatively, courteously and effectively with all segments of the public, other law enforcement agencies, co-workers and other city employees; communicate the English language by phone, police radio system, written report or communication or in person in a group or one-on-one setting; demonstrate sound independent judgment; prepare clear and comprehensive reports; deliver effective presentations; utilize computer hardware and software systems as required by job assignment; observe people’s behavior to determine compliance with prescribed operating and safety standards and accurately recall details; comprehend and make inferences from material written in the English language; maintain moral integrity; possess a strong work ethic and initiative; follow oral and written instructions; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the management team in carrying out the Department’s and City’s stated mission and philosophy, including the philosophies of community oriented policing as promoted by the Springfield Police Department; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s Degree in Law Enforcement or a related field plus seven years continuous experience as a police officer, the last two of which have been at the rank equivalent of Lieutenant or above. Work toward or completion of a Master’s Degree is preferred.

**Physical Requirements**

Frequently/Routinely:

- Observes a variety of people, places, and situations and identifies required action.
- Performs bending, kneeling and reaching to both ground level and overhead.
- Must be able to hold and grip objects such as a firearm.
- Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment.

Occasionally/Periodically:

- Lifts, carries, pushes or pulls up to 50 pounds.

**Working Environment**

Both indoor and outdoor working environments, which may involve a variety of extreme weather conditions, possible exposure to disease; subject to life threatening conditions and situations associated with law enforcement activities.

**Licensing/Certification**

Must possess a valid Missouri Operator’s License; must be able to obtain and maintain certification as a Missouri state Police Officer within probationary period.

**Miscellaneous Requirements**

Subject to emergency call-in; works evenings and weekends as required for task force meetings, special searches, etc.

<b>Last Revision:</b>	February 14, 2012	<b>GENERAL ORDINANCE NO. 5188</b>
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 3, 2002

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_