

**CITY OF COVINGTON
POSITION DESCRIPTION**

Class Title: **Captain**

Department: Police

Division: All

Date: June 1st 1996 (created)

Date: October 7, 2022 (updated)

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the administration of the police department. Supervises police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of the major or assistant chief.

SUPERVISION EXERCISED

Exercises general supervision over investigators, lieutenants, sergeants, corporals, subordinates, and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises lieutenants, sergeants, corporals, police officers, and support staff in their assigned duties.

Directs investigations of suspected crimes, accidents, and related incidents involving persons or property.

Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, filing of search warrants, seizure of property, and related activities.

Supervises the scheduling and coordination of shift changes.

Reviews a variety of police-related reports prepared by subordinate officers or others.

Evaluates officers' arrests based on circumstances and evidence to determine whether the subject will be detained or placed in jail.

Makes day-to-day staffing assignments as required by the needs of the service.

Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.

Determines how to deploy personnel during emergency responses.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

Maintains contact with the general public, court officials, and other City officials in the performance of police activities, as assigned.

Conducts periodic performance evaluations and planning sessions for assigned personnel, and counsels assigned personnel on job performance and disciplinary matters.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedents.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Oversees and assists, as needed, in the patrol of City streets, parks, and commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevents or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.

Oversees and assists, as needed in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses, and drivers; preserves evidence; arrests violators; investigates and renders assistance at the scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of the scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses, and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officers' Daily logs, reports of investigation, field interrogation reports, alcohol reports, influence reports, breathalyzer checklists, vehicle impoundment forms, etc.

Oversees and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.

Ensures that laws and ordinances are enforced and that public peace and safety are maintained.

Coordinates and supervises the training, assignment, and development of subordinate police officers.

Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Prosecutor's Office regarding cases, policies, and procedures.

Reviews, evaluates, and develops programs, policies, and procedures for various departmental operations.

Assists in the preparation and administration of the department budget, this will include developing charting graphs and supporting data for justification purposes.

PERIPHERAL DUTIES

Decides case priorities and determines when to take over an investigation.

Oversees and analyzes and recommends improvements to equipment and facilities, as needed.

Monitors and observes patrol or investigative activities to ensure that conduct and performance conform to department standards.

Oversees and prepares schedules, and oversees and conducts meetings.

Maintains departmental equipment, supplies, and facilities.

Maintains liaison with community groups.

DESIRED MINIMUM QUALIFICATIONS

Necessary Knowledge, Skills, and Abilities:

- (A) High school diploma or GED equivalent; and
- (B) Minimum of seven (7) years of work experience as a fully commissioned police officer, or served five (5) of those years with the Covington Police Department,
- (C) If no qualified applicant is found within the Department, the Command Staff has the discretion to seek applicants outside of the Department.

Necessary Knowledge, Skills, and Abilities:

- (A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of the City's geography and provisions for emergency situations; Knowledge of the court system and presentation of evidence in court proceedings; Knowledge of the principles and practices of law enforcement supervision.
- (B) Skill in the operation of the tools and equipment listed below;
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to ascertain facts by personal contact, observation, and the examination of records; Ability to explain and interpret provisions of laws, ordinances, and regulations; Ability to establish and maintain effective working relationships with the subordinates, peers, supervisors and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to react quickly and calmly in emergency situations and to determine the proper course of action; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid Tennessee Driver's License without a record of suspension or revocation in any state;
- (B) Ability to meet Department's physical standards;
- (C) Completion of a Tennessee Peace Officer Standards and Training Commission-approved basic training academy.
- (D) Meet the minimum requirements of Tennessee Code Annotated 38-8-106 (Qualifications for Police Officers) and Tennessee Code Annotated 39.17.138 (Authorization to make Arrests and Carry Firearm).
- (E) College degree required. A minimum of one (1) year of college credit in a law enforcement-related field may be substituted for one (1) year of law enforcement.

(F) Attended specialized training including but not limited to supervision, gangs, narcotics, and patrol areas.

(G) Military training in related law enforcement areas.

TOOLS AND EQUIPMENT USED

Police car, unmarked police car, tactical gear, electronic devices, police radio, radar gun, handgun, and other weapons as required, audio/recording equipment, baton, handcuffs, breathalyzer, mobile device, first aid equipment, personal computer, crime scene processing kits, and budgeting/accounting software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Submit a formal "Letter of Intent" expressing interest in the position of captain by the designated closing date for the job posting.

If an employee is on disciplinary probation status no bids on promotional opportunities within the Department will be accepted. Reference G.O. 403 (4)

The selection process will include the following:

- A minimum of seven (7) years of law enforcement experience, or five (5) years of service with the Covington Police Department is preferred.
- All eligible candidates will be given a written test.
- The candidates will be evaluated by a promotional board. The candidates will be evaluated in various areas to determine their readiness for promotion. Scores will be calculated by the promotion board. The candidate with the highest score will be recommended for promotion. The promotion board consists of at least three voting members and one non-voting member (the recorder). All members of the board must be at least one grade senior to those being considered for promotion, except for the recorder.
- Officers physically appear before the promotion board. The board members ask a series of questions. Each board member scores the candidate in the following areas:
 1. Personal appearance (daily shift appearance, uniform, grooming), etc.
 2. First Impression
 3. Personality
 4. Decision Making
 5. Forthrightness
 6. Demeanor
 7. General Knowledge (laws, policies, court proceedings), etc.
 8. Communication Skills
 9. Work History (report writing, quality of work, etc.)
 10. Experience

Each board member scores each of the above areas as follows:

- Ten categories each with a high score of 10 points
- Each candidate's total points will be added up after the promotion board oral review.
- The candidate with the most points is recommended to the Chief of Police for Promotion.

- The Chief of Police will provide the final approval or denial of any promotion under their command.

Hiring outside the Department- Formal application, rating of education and experience; written test; oral interview and reference check; psychological examination; other job-related tests may be required. The final selection, pre-employment physical examination, and drug test.

A newly promoted captain will serve six (6) months in a probationary capacity. This will be considered an evaluation period. With successful completion, the newly appointed captain will be taken off probation. Unsatisfactory completion could result in extended probation or demotion to the previous status.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description supersedes any and all prior Captain job descriptions.



Chief of Police, Donna L. Turner



Date