

City of Fort Worth, Texas Job Description

Classification Title:	Police Captain		
Job Code:	1005	Job Family:	Police
Pay Grade:	X09	Date Reviewed:	09/10/15
FLSA Status:	Exempt	Date Revised:	01/22/16

GENERAL SUMMARY

Under general direction of a Deputy Police Chief, administers and manages the operational activities of a major Division within the Police Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Must be able to safely perform all the essential duties and responsibilities as outlined in the Police Officer Job Description for this rank and all subordinate ranks.
2. Supervises the day-to-day operational activities of an assigned Division.
3. Reviews, investigates and resolve complaints and difficult or unusual problems.
4. Prepares a variety of reports (statistical, narrative, trend analysis, efficiency, etc.).
5. Develops and coordinates Police Training Programs and conducts in-service training.
6. Meets with community groups and make presentations.
7. Evaluates officers' performance.
8. Conducts internal investigations.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Other Job Functions:

1. Assumes command of an assigned Division in the absence of a Police Deputy Chief.
2. Makes arrest of individuals who violate the law and/or Ordinances.
3. Participates in the interrogation of persons involved in major crimes.

4. Responds to calls for assistance and provides necessary police protection.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- City Ordinance, Federal, State and City laws.
- General order/code of conduct.
- Open Records Act.
- Standard operating procedures.
- Supervisory principles and methods.
- Arrest and defense techniques/methods.
- Criminal Investigation Techniques.
- Arrest, search and seizure laws.
- Police identification operation and procedures.
- Computer usage/ operations.

- **Skill in:**

- Communicating both in written and verbal form.
- Usage of pistol, shotgun and baton.
- Arrest, search, and seizure techniques.
- Operation of police radio, mobile data terminal, computer and pagers.
- Interrogation and interviewing.
- Management techniques.

- **Ability to:**

- Coordinate Division's operational criteria and schedule necessary manpower.
- Prepares clear and concise reports.
- Review case files.
- Arrest and search warrants.
- Conduct interrogations.
- Interact and communicate with others in an assertive manner.
- Prepare operational budget.
- Evaluate information of an uncertain or conflicting nature and make appropriate decisions with regards to the law.
- Solve problems when all necessary facts are not given.
- Remain calm and work fast in emotionally stressful or emergency conditions.
- Make presentations.
- Establish and maintain a positive working relationship with fellow employees and the community.
- Use of the City of Fort Worth Police Department uniform and protective equipment.
- Safe operation of Police motor vehicles.
- Enforce city, state, and federal laws.
- Pursue and subdue violent individuals.
- Conduct arrests and investigations.
- Transverse uneven terrain.

MINIMUM JOB REQUIREMENTS

High School diploma or GED PLUS three (3) years continuous service as a Police Lieutenant for the City of Fort Worth.

OTHER REQUIREMENTS

Licensed as a State of Texas Peace Officer. Texas Commission on Law Enforcement (TCOLE) Instructor's Certification, for some positions. Valid Texas Operator's Class "C" Driver's License.

Advancement to the rank of captain is through competitive examination as mandated in the Local Government Code, Chapter 143. Three (3) years of service in the immediately preceding rank is required.

The rank of captain bears both command and supervisory responsibility.

Requirements after promotion:

Within 60 months after being promoted, Officers promoted to Captain shall be required as a condition of maintaining the rank to obtain a Bachelor's Degree from an accredited college or university. Officers who have already satisfied this requirement shall present proof of completion to the Chief or designee. Officers who fail to provide proof to the Chief or designee within the specified time period shall be demoted to their previous rank and seniority.

Additional requirements, such as required training courses, and pre- or post-promotional educational requirements may be found in the Texas Local Government Code, chapter 143; the Texas Administrative Code, specifically those code provisions authored by the Texas Commission on Law Enforcement; the Local Civil Service Commission Rules, and any applicable labor agreement.

WORKING CONDITIONS

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 the essential functions.

Inside office setting; some outside working conditions in variable weather situations; travel throughout assigned designated area; exposure to emotionally stressful, hostile, dangerous, emergency situations and/or conditions.

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 the essential functions.

Lifting, carrying, pushing and/or dragging objects weighing up to 200 lbs. (200+ in some situations), 10 feet or less; running, jumping and climbing various inclines, elevated surfaces, terrains, and/or obstacles in pursuit of violators of the law; subject to hazardous and potential physical damages inherent in law enforcement work.