



Job Title: Police Captain
Department: Police
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 1/20/21 (Council Approval)

Accountability

Under the direction of the Chief of Police.

Job Summary

Enforces State and Federal statutes and City ordinances for the prevention of crime; maintains law and order within the City of Seward; assists in the management, direction and coordination of the programs and activities of the administration, patrol, investigation and public relations function within the Police Department.

Essential Job Functions

Serves as second in command of the Police Department; assumes management/supervisory responsibilities of department in Chief of Police absence; assists in: development and implementation of goals, objectives, policies and procedures, and priorities for assigned programs; budget preparation; training and motivation of personnel and programs; preparation and conducting performance evaluations; planning, direction and coordinating department work plan; major incident scenes; grant applications; serves as liaison with other city departments; provides staff assistance to the Chief of Police; conducts a variety of organization studies; supervises accidents involving police department vehicles; evaluates training programs for department personnel; coordinates assigned activities with other City departments; administrative support to the Chief of Police; regular and reliable attendance; other duties as assigned.

Knowledge, Abilities and Skills

Ability to perform all duties associated with police work, including foot patrol, parking patrol, bike patrol, surveillance enforcement and physical apprehension of law violators; operate all specialized communications equipment to include broadcasting messages; qualify with all standard issue police department firearms per Nebraska Law Enforcement Training Center standard; meet or exceed Nebraska Law Enforcement Training Center physical standards for basic recruits; remain seated for extended periods of time on patrol; get in and out of, and operate standard police patrol vehicles; maintain favorable working relationships with city officials and officials of other jurisdictions and the general public; work varied shifts, hours, holidays; work under adverse weather conditions (heat-cold-snow-rain) while performing duties and services; knowledge of the hazards and safety precautions applicable to the work.

Education and Experience

Current Nebraska Law Enforcement Training Center Certification including Supervision and Management certifications; experience with various computer programs and their application to law enforcement functions; seven years of law enforcement experience including three years of supervision, management and municipal law enforcement; advanced courses of police techniques and administration; Bachelor's Degree in Criminal Justice or related field; or any equivalent combination of experience and training.

Special Requirements

Possession of a valid driver's license; pass vision and physical exam determining fitness for sworn duty.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*