



Job Title:	Police Captain	Department/Loc:	Police Department	
FLSA Classification:	Exempt	Date Drafted:	03/22/2022	
Reports To:	Assistant Chief of Police	Grade:	117	

Position Summary

Under the general supervision of the Assistant Chief of Police, this Class is to supervise divisions within Cayce Police Department including but not limited to: Uniform Patrol or Professional Services Divisions. Under limited supervision, plans, directs, and supervises the personnel and programs of the department as outlined by the Chief of Police. Ensures the strict enforcement and compliance with all applicable laws, codes, policies, procedures, and standards, relating to law enforcement and welfare of personnel. Performs related professional and administrative work in the direction of law enforcement, crime prevention, community policing, and department training as required. Works under stressful, high risk conditions.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Acts on behalf of the Assistant Chief of Police when designated.
- Keeps the Chief and Assistant Chief informed of division’s activities and problems; assists the Chief and Assistant Chief with budgeting, planning, and administration of department; may assume additional supervisory and administrative duties in the absence of the Assistant Chief of Police.
- Plans, directs and supervises the personnel of the Uniform Patrol or Professional Services Divisions, ensuring compliance with all laws, regulations, policies, procedures and standards of quality and safety.
- Develops and implements division policies and procedures.
- Supervises subordinate officers and personnel through chain of command, supervisory duties include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending employee transfers/promotions and discharges, and recommending and approving employee discipline.
- Plans, directs, and coordinates services within division; evaluates and identifies present and future needs; establishes priorities; formulates and recommends long and short range public safety plans; formulates, recommends, updates, and distributes goals and objectives; researches, develops, and recommends implementation of new strategies for innovative and better service; develops operational procedures and policy guidelines.
- Performs supervisory functions such as training, work assignments and evaluation, counseling, disciplining, or terminating as required; selects new employees and recommends transfers or promotions. Takes necessary steps to ensure the well-being of subordinate employees.
- Attends and conducts meetings as required.
- Interprets new and existing laws and departmental policies and procedures; reviews activities of subordinates ensuring proper procedures and standards are met.
- Assists with the divisional budget; prepares specifications for large purchases such as law enforcement equipment, etc., obtains bids and makes purchases on specialized equipment for the department.
- Performs vehicular patrols, as necessary; assists motorists and persons in distress; issues traffic summonses, warnings, and citations; pursues, apprehends and detains criminals, suspects and traffic violators.



- Assumes command of law enforcement operations at the scene of crimes and major emergencies, or when directed; participates in more difficult law enforcement problems and instructs subordinate officers in methods to be followed in special cases.
- Documents incident reports; maintains records required for legal processes of court; serves as a witness in court proceedings.
- Determines division goals and sets protocol for specific projects and programs.
- Secures and administers grants for special project/program funding.
- Develops and maintains cooperative relationships with other City departments, outside vendors and the general public contacted in the course of work; assists in resolving problems or complaints.
- Provides leadership and coordination in high risk and/or emergency situations; performs general law enforcement duties.
- Ensures the proper maintenance of divisional vehicles and equipment. Coordinates purchases and repairs of law enforcement equipment.
- Attends periodic training sessions, maintains required level of proficiency in the use of firearms and other equipment.
- Reviews reports and monthly statistics, directing personnel as needed; prepares administrative reports.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department, city agencies and the community. Promotes law enforcement cooperation and awareness with schools and civic groups; conducts law enforcement meetings/classes; establishes positive community relations. Receives and responds directly to citizens' inquiries, concerns and complaints concerning law enforcement activities.
- Keeps the Chief and Assistant Chief advised of any and all incidents or events that require his/her attention.
- Cooperates with law enforcement officers of other state, local and federal agencies in investigations.
- Operates various types of office equipment such as computers, printer, calculator, radio equipment, telephones, fax machine, copier, camera, etc. Operates/uses a variety of police equipment including a police vehicle, firearms, etc.
- Uses office and computer supplies, restraining devices, protective gear, and a variety of police issued materials and supplies.
- Coordinates recruitment and hiring activities; develops recruitment literature and participates in recruitment programs; supervises parts of the applications process; reviews and screens applicants and makes recommendations to the Chief and Assistant Chief.
- Participates in safety related training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Follows safety rules and regulations and uses personal safety equipment.
- Maintains prompt and regular attendance; adheres to city policies and procedures regarding absences and tardiness.

Position Responsibilities - Non-Essential/Other

- May be required to assume various command duties and operations at the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.
- Prepares reports, papers, and other documents appropriate to the department; maintains and updates records and manuals.
- Attends seminars and studies written materials to maintain knowledge in the field.
- Monitors staffing to ensure that an adequate number of officers are scheduled each day; schedules and monitors training hours to ensure each officer receives adequate in-service training during the year.
- Performs other related duties and other duties as assigned.



Essential Skills and Experience

- Requires a bachelor’s degree in criminal justice, business, public administration, emergency management, English, psychology, or other relevant field; requires at least twelve years of experience in law enforcement, at least six of which were in a management/supervisory role, and two of which were at a command level; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
- Advanced knowledge of law enforcement, community policing, police investigations theory, and administration to oversee planning and implementation of police operations and to prepare reports/analyses, policies, and budget at an executive level.
- A very high level of analytical skill is necessary in order to develop and implement department mission, goals and procedures; determine needs for capital expenditures, personnel and operating budget; and prepare special reports or analyses for jurisdiction or outside agencies.
- An advanced level of interpersonal skill is necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying good or services to the jurisdiction. Must have clear understanding of Cayce Police Department Vision and Mission statements and how they apply to proactive community-oriented policing.
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in the best interests of citizens and the jurisdiction. Analytical ability to plan work schedules and evaluate work performances.
- License and certifications:

Valid South Carolina Driver’s license

Must have completed the South Carolina Criminal Justice Academy Class I Basic LE

Must have completed the South Carolina Criminal Justice Academy Basic Instructor Class or its equivalent.

Management, supervisory, techniques training desirable (FBI Command College, FBI-LEEDA, Certified Public Manager, Southern Police Institute AOC, FBI National Academy).

Mental & Physical Demands - ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |



Definitions

- **N/A** Not Applicable Activity is not applicable to this occupation
- **O** Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F** Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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