

CSC Adopted: October 2001 CSC Revised: May 2005  
 CSC Revised: November 2006\_CSC Revised January 2008  
 CSC Revised: August 2009

**Class Title: Police Captain**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, directs, manages, supervises division. Develops division/departamental budget or is responsible for the budget and all payroll accounting, purchasing, grants, progress reporting, financial monitoring and conducting analytical studies and research projects pertaining to the division and/or as assigned by the Chief of Police. Disseminates information between the Chief and divisions. Manages, evaluates and developes personnel and programs. Develops and oversees adherence to divisional goals. Coordinates special events. Performs related duties as needed. Enforces state and local laws.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                      | L | Supports the Assistant Chief and the Chief by evaluating incoming information, determining information routing and acquiring needed facts. Participates in Police Leadership Group as field commander and inspectional duties and occasional executive on call or acting bureau chief                                                                                                                                                  |
| 2                      | L | Manages personnel by determining goals and objectives, assigning and reviewing tasks, organizing, scheduling, training, determining policy, coordinating activities, allocating resources, supervising subordinates and interacting with inside and outside agencies. Evaluates and developes employees by advising, coaching and recommending actions to personnel.                                                                   |
| 3                      | L | Coordinates special events by meeting with and providing input to event organizers, other departments, divisions and city agencies to ensure the safety and orderly movement of vehicular and pedestrian traffic.                                                                                                                                                                                                                      |
| 4                      | L | Performs related duties by preparing correspondence, attending and chairing meetings and committees, attending training seminars, formulating, implementing and tracking department budgets and reviewing and evaluating new technology and information in field publications.                                                                                                                                                         |
| 5                      | L | Manages division budget by ensuring appropriate, accurate and timely development of budgets to include operating, revenue, capital improvement and special revenue, assessing input, making reccomendations regarding final submissions, ensuring monitoring procedures and forecast projections, resolving problems, ensuring timely and efficient roll-out of budget, and ensuring appropriate procurement regulations are followed. |
| 6                      | S | Ensures compliance with the FLSA and other payroll related regulations, providing guidance for analytical studies and research projects, reviewing, editing, and making recommendations.                                                                                                                                                                                                                                               |

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**CLASS REQUIREMENTS:**

| <b>CLASS REQUIREMENTS</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Formal Education / Knowledge           | Work requires knowledge necessary to understand basic operational, technical, or office processes. A 4 year Baccalaureate Degree from an accredited college in a subject field related to law enforcement is required.                                                                                                                                                                                                                                                                                                                                                                                              |
| Experience                             | Two years of experience as a Police Lieutenant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Certifications and Other Requirements  | Valid Driver's License, DCJS Law Enforcement Officer Certificate, Successful completion of City of Norfolk's Civil Service promotional examinations                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Reading                                | Work requires the ability to read various reports, professional publications, codes and ordinances, legal documents and general correspondence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Writing                                | Work requires the ability to write letters, reports, memos, research findings and operational procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Managerial                             | Managerial responsibilities include supervision of subordinates within the organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Budget Responsibility                  | Manages the research of budget documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.                                                                                                                                                                                                                                                                                                                                                     |
| Supervisory / Organizational Control   | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including providing input on final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.                                                                                                                                                                                                                                                                                                      |
| Complexity                             | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City organization who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives. |

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary                                                                                                       | Light                                                                                                                                                           | X | Medium                                                                                              | Heavy                                                                                                  | Very Heavy                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| S = Sedentary<br>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light<br>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. |   | M = Medium<br>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy<br>Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

|                                              |                                                |                                            |                                          |                            |
|----------------------------------------------|------------------------------------------------|--------------------------------------------|------------------------------------------|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|----------------------------------------------|------------------------------------------------|--------------------------------------------|------------------------------------------|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION                                                                               |
|------------------|----------------|-------------------------------------------------------------------------------------------|
| Standing         | O              | Routing mail, firearms training, observations, during investigations or at crime scene    |
| Sitting          | F              | Computer, desk work, answering telephone, meetings, driving                               |
| Walking          | F              | Inter-office, to/from crime scene, during evidence searches, to/from meetings             |
| Lifting          | O              | Office supplies, paper, files, equipment, evidence, prisoners, handcuffs, firearms, baton |
| Carrying         | O              | Office supplies, paper, files, equipment, evidence, prisoners, handcuffs, firearms, baton |
| Pushing/Pulling  | R              | During arrest or at crime scene, equipment, files                                         |
| Reaching         | O              | Files, mail distribution, typing, police training                                         |
| Handling         | O              | Office supplies, paper, files, equipment, evidence, prisoners, handcuffs, firearms, baton |
| Fine Dexterity   | F              | Office supplies, paper, files, equipment, evidence, prisoners, handcuffs, firearms, baton |
| Kneeling         | R              | Firearms training                                                                         |
| Crouching        | R              | Trouble shooting equipment, loading copier                                                |
| Crawling         | R              |                                                                                           |
| Bending          | O              | Arrests, crime scene, trouble shooting equipment, loading copier                          |
| Twisting         | O              | Arrests or at crime scene, driving/observations                                           |
| Climbing         | O              | Stairs                                                                                    |
| Balancing        | R              | Files, mail distribution                                                                  |
| Vision           | C              | Computer, reading, filing, observations, investigations, use of firearm, driving          |
| Hearing          | C              | Telephone, staff, supervisor, public, meetings, sirens                                    |
| Talking          | C              | Telephone, staff, supervisor, public, presentations                                       |
| Foot Controls    | F              | Driving                                                                                   |
| Other (specify)  | N              |                                                                                           |

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office equipment, computer systems and equipment.

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | M | Dirt and Dust             | D |
| Chemical Hazards         | M | Extreme Temperatures      | S |
| Electrical Hazards       | M | Noise and Vibration       | M |
| Fire Hazards             | M | Fumes and Odors           | M |
| Explosives               | D | Wetness/Humidity          | S |
| Communicable Diseases    | M | Darkness or Poor Lighting | M |
| Physical Danger or Abuse | M |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | X  |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | X  |
| Outdoors              | X  |
| Other (see 2 below)   | -- |

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Firearm, body armor, eye protection.

**NON-PHYSICAL DEMANDS:**

|                                              |                                                |                                            |                                          |                            |
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|----------------------------------------------|------------------------------------------------|--------------------------------------------|------------------------------------------|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|-----------------------------------------------|---|
| Time Pressures                                | F |
| Emergency Situations                          | O |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | O |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | F |
| Noisy/Distracting Environment                 | O |
| Other (see 3 below)                           | N |

- (3)