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| **DENVILLE TOWNSHIP POLICE DEPARTMENT****POLICY & PROCEDURES** | **PATCH300 (2)** |
| **VOLUME: 2** | **CHAPTER: 26** | **# OF PAGES: 4** |
| **SUBJECT: CAPTAIN RESPONSIBILITIES** |
| **BY THE ORDER OF:** **Chief of Police Christopher Wagner** | **ACCREDITATION STANDARDS: N/A** |
| **Effective Date: 7-7-2014** | **SUPERSEDES ORDER #: N/A** |

1. Authority - Under the supervision of the Chief of Police, has the subordinate responsibility of directing the work of all Divisions, either uniformed or non-uniformed, for the Department in accordance with the rules, regulations and procedures of the Department. Provides for the continuity of the operation of the Department in the absence of the Chief of Police.

2. Responsibility

a. Analyzes and properly assigns the work of all Divisions, providing for the proper protection of persons and property, the prevention of crime, enforcement of law, and the apprehension, incarceration, and prosecution of lawbreakers.

b. Provides sufficient supervision and training to ensure that the work of all Divisions is performed efficiently and according to established rules and regulations.

c. Delegates such of his powers as may be deemed necessary to enable subordinates to properly perform their duties.

d. Formulates effective work assignments for Division personnel and oversees their work performance to ensure that all ranks of his command are properly and effectively performing assigned work. Recommends or institutes changes as necessary.

e. Investigates, or causes to be investigated, complaints regarding Police service or alleged infractions of rules and regulations; makes recommendations regarding disposition of same, and; in minor infractions, disciplines subordinates.

f. Oversees the planning of special traffic details and special events.

g. Plans and implements schedules for all Divisions and schedules training programs in order to achieve Department objectives. Maintains personnel records for the Department.

h. Evaluates the work performance of all Divisions and makes recommendations for promotions, demotions, and disciplinary action.

I. Participates in the hiring process of prospective Department personnel.

j. Prepares detailed, clear and informative correspondence and reports.

k. Effectuates the maintenance of quarters, controls the use of equipment and supplies and material assigned to the Department. Ensures that all personnel are provided with necessary uniforms, equipment and supplies.

l. Oversees all investigations within all Divisions.

m. Formulates written instructions and procedures and special instructions for non-routine or complex assignments or to clarify published guidelines.

n. Effectuates the accurate preparation and maintenance of needed records and files.

o. Performs related work as required.

p. Maintains a thorough knowledge of the principles, practices and techniques of current police methods and procedures.

q. Maintains a thorough knowledge of the types and uses of communication, electronic devices, firearms and automotive equipment used in modern police work.

r. Maintains a thorough knowledge of the functions of federal, state and local jurisdictions and authorities as they relate to police work.

s. Maintains a thorough knowledge of the geography of the municipality and of criminal hazard locations, important buildings, traffic arterials, and of the sociological characteristics of the area.

t. Maintains a thorough knowledge of modern police administration and investigative methods and procedures.

u. Maintains a thorough knowledge of the purposes of police records, including their use as instruments of planning and research.

v. Maintains a thorough knowledge of the maintenance of involved and detailed records, reports and files and considerable knowledge of systems for maintaining a complex record-keeping system.

w.. Maintains considerable knowledge of the principles of management and supervision; of the administration of a local enforcement agency including record keeping, preparation of reports, and personnel procedures.

x.. Is able to read, write, speak, understand and communicate in English sufficiently to perform the duties of the positions.

aa. Is able to prepare clear and comprehensive written reports and to instruct subordinates in the preparation of reports.

bb. Is able to analyze situations rapidly and objectively and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.

cc. Is able to supervise the work of subordinates performing varied operations concerned with police activities.

dd. Is able to present effective oral and written informative material relating to the activities of the Department.

ee. Is able to analyze and interpret laws, ordinances, rules, regulations, standards and procedures and apply them to specific situations.

ff. Is able to maintain effective working relationships with officials, department heads, employees and the public, and is able to communicate effectively and tactfully, and in a professional manner with officials, department heads, employees and the public.

gg. Is able to enforce the law with firmness, tact, and impartiality.

3. Education - The Captain shall have graduated from college and attained a minimum of a bachelors degree, supplemented by the completion of approved course work in police administration, police science, or related fields.

4. License - The Captain will be required to maintain and possess a driver's license valid in the State of New Jersey.

5. Experience - The Captain shall have a minimum of ten years experience as a PTC certified police officer.

6. Medical Examination - As a prerequisite to appointment, the Captain may be required to pass a thorough medical examination (including drug screening) and psychiatric examination to be administered by Denville Township. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties will be cause for rejection. A complete physical examination may be required every two years at the expense of Denville Township. Failure to comply with medical recommendations may be cause for dismissal. Persons with mental or physical disabilities are eligible as long as they are able to perform the essential functions of the position after reasonable accommodation is made to their known limitations. If the accommodations cannot be made because it would cause Denville Township undue hardship, such persons may not be eligible.