



City of Milford
Police Captain
Pay Grade: 13

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: At least 10 (ten) years of law enforcement experience as well as 2 (two) years' experience in a law enforcement management position, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300, ICS-400, FEMA IS-700 and FEMA IS-800 training. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: Bachelor's degree in criminal justice, business administration, public administration, communications, related field or equivalent experience.

Direct Supervisor: Police Chief

Supervisory Responsibility: Large Group.

Primary Work Location: Office setting

Job Summary: A Police Captain(s) is a senior law enforcement officer responsible for overseeing police operations and administration within a specific area, department or division. They play a key role in ensuring that law enforcement duties are carried out effectively and in compliance with all laws at the federal and state levels, as well as local ordinances. A Police Captain(s) should be able to provide strong leadership and able to manage staff, while assisting the Police Chief in developing and implementing policies and strategies. This position is responsible for ensuring that daily operations run effectively and efficiently through planning, directing, supervising, training and evaluating staff. A Police Captain(s) coordinates assigned activities with other divisions, departments, and outside agencies; performs complex and highly responsible planning and supervisory duties associated with the crime prevention and law enforcement activities of the City; and provides highly responsible and complex administrative support to the Police Chief. Police Captain(s) is also responsible for the development, administration, and control of associated budget(s). This classification is distinguished from the next lower classification of Police Lieutenant by the performance of highly responsible and complex department wide management duties.

Supervision Received: Work is performed under the general supervision of the Police Chief.

Essential Job Functions:

The following functions are typical for this position. An employee may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address operational needs and changing law enforcement practices.

Leadership and Supervision:

- Assumes management responsibility for assigned services and activities of a division or service areas of the Police Department.
- Working directly with sworn and non-sworn personnel;
- Supervises rank of Lieutenant(s) that are assigned functions that include but not limited to: patrol, investigations, traffic enforcement, K-9, Special Operations Group, Senior Patrol (volunteers), property and evidence, records, facilities/vehicle maintenance, training and crime prevention.
- Adheres to the highest ethical and professional standards in the enforcement of Federal, State and City laws/ordinances.

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- Coordinates activities with other City departments, outside agencies and organizations.
- Supervision is exercised over subordinate personnel with normal span of control over Lieutenants, Sergeants, officers, and civilian personnel. Acts for Chief of Police in his/her absence.

Strategic Planning:

- Reviews and evaluates work methods and procedures for improving organizational performance and meeting goals; ensures that goals are achieved.
- Provides responsible staff assistance to the Police Chief; conducts a variety of organizational studies, investigations and operational studies.
- Manages and oversees assigned special projects.
- Identifies crime patterns through various mapping processes and all available analysis tools.
- Charged with bringing new and innovative programming that is in line with the City of Milford Strategic Plan as approved by City Council.

Policy Development:

- Reviews the work of Police Department members to ensure compliance with applicable Federal, State and local laws, codes and regulations.
- Provide information and guidance to subordinate personnel regarding departmental rules and regulations; read, interpret and disseminate information contained in rules and procedures, police bulletins, new laws and other relevant materials to staff.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Budget Management:

- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials and supplies; administers and monitors the approved Police Department budget.
- Conducts meetings to discuss and resolve budget issues with appropriate staff; implements adjustments as necessary.
- Oversees all vendor contracts for the purchasing of various items such as but not limited to, uniforms, equipment, building maintenance, Capital Improvement contracts, etc...
- Conducts meetings to discuss and resolve budget issues with appropriate staff; implements adjustments as necessary.
- Responsible for oversight of fleet management, equipment and inventory and ensuring all equipment, materials, and work conditions are adequately maintained.

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- Oversees and manages all grant funding for federal, state and local programs such as but not limited to Crime to Combat Violent Crime, Special Law Enforcement Assistance Funds (SLEAF), and Office of Highway Safety (OHS) etc.

Training and Development:

- Identifies, recommends, and provides continual training, education and professional development for all personnel both sworn and non-sworn.
- Attends meetings to exchange information; attends, and schedules others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Oversees and manages all final selections presented before the Chief of Police for promotions, new hires both sworn and non-sworn and required/requested training.

Incident Management:

- Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as Incident Commander or other role as needed for the situation.
- Captain will rotate through the "ON CALL" schedule approximately every four weeks along with Lieutenants.
- Serves as the coordinator; assumes responsibility for overall emergency response training and Emergency Operations Center processes; reviews and amends the Emergency Operations Plan as necessary.
- Works collaboratively with the Chief of the Fire Department, Kent and Sussex County Paramedics, and Milford School District for Emergency Preparedness on all emergency drills and tabletop exercises.

Community Engagement:

- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and crime prevention; incorporates new developments as appropriate.
- Uses Community policing concepts ensures police coverage is visible and effectively and pro-actively addressing patterns of crime, and other quality of life issues.
- Responsible for the continual development and implementation of the department's Community Relations Programs such as Milford Night Out and other community events.
- Responsible for the successful staffing, command oversight and operational implementation for all Special Events.
- Oversees Special Duty and related overtime duties.

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Reporting and Documentation:

- Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of departmental records; inspects departmental equipment and ensures that deficiencies are corrected.
- Prepares and presents administrative reports, resolutions; prepares court documents for monthly “call of the calendar.”
- Ensures timely reporting to the Chief of Police on all relevant issues affecting the relationship of the Police Department and the City of Milford Community.
- Oversees the complaints against police officer and collaborates with the Internal Affairs Lieutenant in reviewing and producing an annual report.

Internal Investigations:

- Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations; represents the department with other law enforcement services and allied agencies, other City departments, civic groups and the public.
- Oversees discipline and grievance issues for both sworn and non-sworn staff in compliance with all laws under the Police Officers Standards and Training Commission (Post), Delaware Law and contractual agreements that are in place.

Compliance:

- Ensures that all reports are complete, professional, accurate, timely and in compliance with departmental policies and CALEA standards.
- Supports Police Officer Standards and Training Commission (POST) and CALEA Accreditation through close collaboration with the Executive Director of POST and CALEA Accreditation Managers.
- Manages Body Worn Camera/Fleet Program ensuring all sworn personnel are trained and certified according to guidelines required departmental policies and procedures; ensures cameras are working properly and are in alignment with state regulations.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for

Employment: An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Federal, State and City laws/ordinances
- Department rules and regulations
- Have and embrace best principles, practices and procedures in policing
- Understand and support 21st Century Policing principles
- Understand and demonstrate evidence based policing strategies
- Have an understanding of the most up to date City of Milford Strategic Plan
- Working with various criminal justice resource systems DELJIS, Crime View Mapping, COGNOS, NCIC, and NIBIN.

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Skills

- Communication- able to understand written and oral communication
- Prepares and recommends short-range plans for Police Department programs
- Skill in dealing with all levels of the Police Department and the City of Milford organizations
- Capable of using firearms; possession of physical agility and endurance
- Balanced approach to dealing with stress and time management
- Demonstrates a mentoring, successful leadership style of training officers
- Effectively dealing with the public under adverse situations

Abilities

- Analyze complex police problems and adopt effective and reasonable courses of action with due regard to surrounding hazards and circumstances
- Establish and maintain effective work relationships with co-workers, City officials and representatives of private/public entities in the community
- Multi-task and perform with evolving priorities
- Maintain confidentiality and oversee sensitive issues with discretion and sound judgment
- Apply various crime reduction strategies such as COMPSTAT, Stratified Policing Model, and Group Violence etc.
- Working in a fast pace environment where the need to analyze and react to emergency situations quickly, calmly, and correctly to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.
- Creates partnerships with both local, state and federal law enforcement as well as Prosecutors from Delaware Attorney General’s Office and United State Attorney’s Office of Delaware.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Chief of Police:

Employee:

Human Resources Director:

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