


City of Fernandina Beach
Job Description


City Manager's Signature
9-10-14
Date

Title: Police Captain
Department: Police (Investigative Bureau)
FLSA Status: Exempt
Reports to: Police Chief
Pay Grade: 141

Minimum Qualifications

- A. Education and Experience:
Graduation from an accredited two (2) year college with an Associate's Degree in Police Science, Administration or related field. Five (5) years experience at a Sergeant or supervisory level. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- B. Certifications:
Florida Law Enforcement Certification.
Valid Driver's License.
- C. Knowledge, Abilities, and Skills:
Knowledge of State and municipal laws. Knowledge of department policies and procedures. Knowledge of effective management practices. Ability to provide strong leadership within the department. Ability to make sound decisions. Skill in communicating both verbally and in writing. Good public relation skills. Knowledge of standards by which the quality of the police service is evaluated.

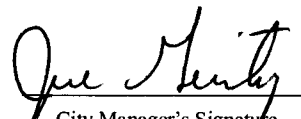
General Description

Plans, coordinates, directs and controls the operations of the Investigative Division components and their officers.

Essential Functions

1. Meets with investigative personnel in making daily and strategic operational decisions.
2. Reviews assignments, mentors, coaches, and evaluates performance of subordinates.
3. Reviews reports submitted by Detectives and Sergeants and responds to related questions.
4. Reviews and plans the Investigative Bureau safety programs, policies, and procedures.
5. Maintains and coordinates positive public relations with the local media.
6. Reviews daily reports written by the Support Bureau.
7. Incorporates technological improvements and usage into daily operations.
8. Develops and coordinates advancement with the Investigative Bureau.
9. Aligns investigative operations with other Bureaus within the Police department and other outside agencies.
10. Advises the Chief of Police on Investigative Bureau issues and problems.

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11. Reviews reports on crime trends and recommends procedural changes as needed.
12. Investigates and responds to public complaints and implements changes as needed.
13. Prepares investigative budget and provides ongoing fiscal oversight.
14. Participates as an active member of the Police Department Command Staff.
15. Attends City Commission meetings, Local Coalition meetings, and other functions that address issues within the community and law enforcement needs.
16. Responds to crime scenes and incident locations as needed and directs appropriate response.
17. Participates in developing major operational plans for special events; Shrimp Festival, Triathlon, Homeless Count, Alcohol Vendor Compliance Checks.
18. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight (with or without corrections). Acceptable hearing (with or without corrections). Ability to communicate both orally and in writing. Reaching, sitting, walking, standing, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and occasionally outside in varied weather conditions. In or with moving objects or vehicles. Stressful conditions at times.