

Job Description
CAPTAIN / PATROL DIVISION COMMANDER
(updated: 2022-10-26)

This is intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional and different duties from those set forth below may be required.

The City of Daleville is an equal opportunity employer, and thus no person will be excluded from participation in or be subjected to discrimination on the grounds of race, color, handicap, gender, religion, creed, national origin, or age. Reasonable accommodations will be made for qualified disabled applicants or employees. The City of Daleville reserves the right to withdraw any intent to employ at any time.

POSITION SUMMARY

The Captain is the next in authority to the Chief of Police and is responsible for the daily operations of the Daleville Department of Public Safety.

REQUIRED EDUCATION / LICENSE / CERTIFICATION

- Possession of valid Alabama driver's license.
- Must be a certified State of Alabama law enforcement officer.
- NCIC certified; CPR and AED trained.
- Minimum 10 years of experience in a law enforcement capacity.
- Minimum 3 years of supervisory experience.

REQUIRED KNOWLEDGE / EXPERIENCE

- Knowledge of employee payroll timesheet preparation.
- Cognizant of and prepared to perform all duties in the Department.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Will be the UTC control officer for the Department.
- Serves as supply officer for the Department.
- Conducts training and maintains the records that must be filed and posted.
- Reviews accident reports on E-Crash system ensuring accuracy and completion.
- Checks Incident-Offense Reports and Arrest Reports daily.
- Ensures that officers have continuing education units that APOST requires.
- Ensures that the duty roster is posted prior to its effective date.
- Maintains and compiles reports that are required by higher authority and outside agencies.
- Maintains a time and attendance worksheet needed for payroll.
- Ensure that shifts are covered during time-off (sick leave and annual leave) and special duties/assignments.
- Ensures special events are assigned adequate personnel and that needed equipment is set up.
- Schedules vehicle maintenance when needed.
- Responsible for inventory of issued equipment.
- Responsible for building upkeep; to include the jail.
- Responsible for the range complex, that it meets all standards and supplied with needed targets, and other needed equipment; ensures ammo supply meets qualification requirements.
- Ensures that certified officers are weapons qualified: handguns – bi-annually; shotguns and rifles – annually.
- Perform related duties as required; as well as any other duties assigned by the Director of Public Safety.

WORKING ENVIRONMENT

- Required to work various shifts, including evenings and weekends.
- Reactive to emergency, natural or man-made disaster, and routine peace keeping environments with travel. Regularly exposed to outside, sometimes extreme, weather conditions; exposed to potentially hostile environments; extensive public contact.
- May be exposed to hostile person or persons and hazardous or stressful situations while completing assignments.
- Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights.
- Ensures proper performance of personnel; and ensures the discipline, efficiency, conduct, and their appearance.

Job Description

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**JOHN CRAWFORD
DIRECTOR**

DALEVILLE DEPARTMENT OF PUBLIC SAFETY