



JOB DESCRIPTION

Job Title: Police Captain	Reports to: Police Chief
Department: Police	FLSA Classification: Exempt
Revision Date: May 2026	Pay Grade: 60
<p>Minimum Education: Bachelor’s Degree in Criminal Justice, Public Administration, Management, or related field preferred, or an equivalent combination of relevant education, training, and progressively responsible law enforcement experience.</p> <p>Management level program completion through the FBI-National Academy or equivalent program preferred.</p>	
<p>Minimum Experience: Eight (8) years law enforcement experience.</p> <p>Three (3) years supervisory experience preferred.</p>	
<p>Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered.</p> <p>Valid Motor Vehicle Operators license.</p>	
<p>Other Requirements:</p> <p>Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following:</p> <ul style="list-style-type: none"> • 21 years of age or older • US Citizenship • has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. <p>Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.</p>	

POSITION SUMMARY

This position is responsible for administrative oversight, visioning, leadership, planning, coordinating and management of the Police Department. This position provides the Chief assistance with leadership, managing and development and administration of department policies, procedures, and programs for the assigned division. The Captain assumes command in the absence of the Chief of Police.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides overall supervision, leadership, and direction for department personnel; ensures they are performing their duties competently. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
2. Provides professional guidance, training, and policy interpretation for assigned division. Provides guidance in resolving/improving performance standards. Maintains knowledge of all division activity.
3. Assures minimum staffing levels are met; plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.
4. Exercises authority over division staff including recommendations for hiring, promotion, transfer, discipline, and termination of individual employees within established City policies.
5. Evaluates the effectiveness and efficiency of the department and makes recommendations to the Chief accordingly.
6. Evaluates the effectiveness of law enforcement activities and develops procedures to efficiently meet all law enforcement goals.
7. Assists with development of policies and ensures division compliance with standards and guidelines.
8. Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department-wide program objectives.
9. Assists in the development and administration of immediate and long-range budgets and recommends equipment purchases. Researches, applies for, and administers grants if directed by the Chief.
10. Recommends and plans long-range goals, objectives, organizational structure, and overall direction for the department. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensures the programs and objectives of the department are developed and maintained in accordance with the objectives of the City.
11. Develops and maintains liaison with various governmental agencies, community groups and the general public.
12. Handles Department public relations and communication as directed by the Chief.
13. Responds to and takes command of major operations or emergencies involving division operations, coordinate division activities with other departments and law enforcement agencies.
14. Investigates, or directs, internal investigations; investigates citizen complaints if directed by the Chief
15. Prepares cases for court hearings and testifies in such hearings as required.
16. Serves as project manager for major department initiatives, as necessary.
17. Serves as Acting Chief of Police during an absence of the Chief.
18. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, and operation of emergency vehicles.
2. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
3. Thorough knowledge of the operations of the criminal justice system.
4. Thorough knowledge of court operations and the administration and execution of civil processes.

5. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
6. Skill in the evaluation of tactical and operational requirements.
7. Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
8. Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
9. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
10. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
11. Ability to effectively utilize the principles of strategic and long and short-range planning.
12. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
13. Ability to research and analyze detailed information and make appropriate recommendations.
14. Ability to develop department goals and objectives.
15. Ability to plan, develop, implement, and evaluate projects and programs.
16. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
17. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
18. Knowledge of administrative policies and procedures of the City.
19. Ability to establish and maintain accurate records of assigned activities and operations.
20. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
21. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
25. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
26. Ability to instruct and train in methods and procedures.
27. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
28. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
29. Knowledge of computer software consistent for this position.
30. Ability to perform mathematical calculations required of this position.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.

34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the office.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name