CITY OF SHELTON JOB POSTING 1152020
JOB TITLE: POLICE CAPTAIN
YEARLY SALARY: $65,500 - $122,123

NATURE OF WORK: This is a very responsible law enforcement managerial and command position in the Police Department. Work involves responsibility for planning, organizing, directing and controlling operations, activities and personnel in a major organizational unit of the Police Department. Duties include managing the day-to-day operations of a major department or division such as Field (patrol and traffic) services, Support Services or Investigations. This position also has the responsibility for making difficult law enforcement technical decisions involving complex interrelationships among data or situations.

EDUCATION, EXPERIENCE AND TRAINING:
A Bachelor’s Degree from a recognized college or university in law enforcement administration, police science or a closely related field, plus eight (8) years of progressively responsible law enforcement experience including at least six (6) years of which shall have been in a supervisory or administrative capacity in the rank of sergeant or above or an equivalent combination of education and qualifying supervisory experience substituting on a year-to-year basis.

SPECIAL REQUIREMENTS:
Must have a valid CT driver license and must meet State of CT Police Officer’s Certification requirements.

KNOWLEDGE, SKILLS AND ABILITIES:
Considerable knowledge of law enforcement and law administration principles and practices.
Good knowledge of public administrative principles and practices as applied to work unit reporting and routine administrative procedures.
Considerable ability to communicate orally and in writing and to lead others in a work unit.
Considerable ability to develop and administer policies and procedures including scheduling, decision-making and the completion of forms and reports.
Considerable ability to supervise others in a work unit.
Considerable ability to establish and maintain effective working relationships with supervisors, subordinates, co-workers and other law enforcement agencies and the general public.
The Police Captain Job Description is attached describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.
CITY OF SHELTON JOB POSTING 1152020

JOB TITLE: POLICE CAPTAIN

YEARLY SALARY: $65,500 - $122,123

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written test will be invited to participate in an oral panel test. A combined score of the written test and oral test will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will hire. All job openings shall be advertised and filled pursuant to the applicable provisions of the City's Merit System Ordinance.

PROBATIONARY PERIOD: The successful candidate shall be subject to a six (6) month probationary period following the first day of work for the City of Shelton.

JOB CLASSIFICATION: This position is subject to the terms and conditions of the City of Shelton Merit System, Ordinance #896 as it may hereafter be amended. This position is a job classification 27 under the City's Merit System Ordinance.

STARTING SALARY RANGE: $65,000 - $122,123 per the City's Merit System Ordinance. This is a 40-hour work week salary.

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 pm Friday, January 31, 2020, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF
CITY OF SHELTON

POLICE DEPARTMENT

JOB DESCRIPTION

POLICE CAPTAIN

GENERAL DESCRIPTION:

This is a very responsible law enforcement managerial and command position in the Police Department. Work involves responsibility for planning, organizing, directing and controlling operations, activities and personnel in a major organizational unit of the Police Department. Duties include managing the day-to-day operations of a major department or division such as Field (patrol and traffic) services, Support Services or Investigations. This position also has the responsibility for making difficult law enforcement technical decisions involving complex interrelationships among data or situations. This work requires that the employee have considerable knowledge, skills and ability in the principles and practices of all phases of law enforcement administration and services provided by the Department.

SUPERVISION RECEIVED:

Works under the direction of the Deputy Chief of Police or the Chief of Police.

SUPERVISION EXERCISED:

Directs all personnel assigned to him, including but not limited to Lieutenants, Sergeants, other officers, dispatchers and other police civilian staff as needed.

EXAMPLE OF DUTIES:

Reviews and monitors relevant trends and statistics, manpower allocation and equipment usage. Confers with subordinate supervisors and other staff regularly. Directs assignment of resources to address problems, goals and objectives most effectively.

Communicates with supervisor, peers and subordinates to coordinate activities and to meet the goals of the department.

Schedules, assigns, supervises and evaluates members and employees of the Police Department.

Reviews forms and reports on completed work assignments and employee time records.

Makes formal and informal inspections to monitor and evaluate the state of the command. Checks condition of physical facilities and equipment. Reviews quality of work and reports.

Assigns and directs work of subordinate supervisors and office staff. Evaluates the work of direct subordinates and review and coordinates other evaluations. Reviews attendance, leave and overtime reports. Reviews and recommends disciplinary action.
CITY OF SHELTON

POLICE DEPARTMENT

JOB DESCRIPTION

POLICE CAPTAIN

Confers with citizens, community and business leaders by phone and in person. Reviews and answers correspondence. Meets with community groups. Makes public speeches.

Establishes training program for subordinates.

May function as department representative. Reviews and coordinates disciplinary procedures.

Responsible for internal investigations concerning all police department personnel.

Performs related work, as required.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of law enforcement and law administration principles and practices.

Good knowledge of public administrative principles and practices as applied to work unit reporting and routine administrative procedures.

Considerable ability to communicate orally and in writing and to lead others in a work unit.

Consider ability to develop and administer policies and procedures including scheduling, decision-making and the completion of forms and reports.

Considerable ability to supervise others in a work unit.

Considerable ability to establish and maintain effective working relationships with supervisors, subordinates, co-workers and other law enforcement agencies and the general public.

QUALIFICATIONS:

A Bachelor's Degree from a recognized college or university in law enforcement administration, police science or a closely related field, plus eight (8) years of progressively responsible law enforcement experience including at least six (6) years of which shall have been in a supervisory or administrative capacity in the rank of sergeant or above or an equivalent combination of education and qualifying supervisory experience substituting on a year-to-year basis.
CITY OF SHELTON

POLICE DEPARTMENT

JOB DESCRIPTION

POLICE CAPTAIN

SPECIAL REQUIREMENTS:
Must have a valid CT driver license and must meet State of CT Police Officer’s Certification requirements.

MERIT SYSTEM POSITION:
This is a Merit System position subject to the rules and regulations of the City’s Merit System, Ordinance #896 as it may hereafter be amended.

SALARY:
As per the Merit System, the salary for this position is Grade 27.

PROBATIONARY PERIOD:
The successful applicant shall be subject to a six (6) month probationary period.

EXAMINATION APPOINTMENT
Appointment to this position shall be by the Chief of Police, subject to the approval of the Mayor.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.