Police Captain

Pay Range: **$106,080.00 - $120,640.00 Annually DOQ**

FLSA: **Non-exempt**

Department: **Police Department**

# of Openings: **1**

Description

RECRUITMENT PROCESS : The selection process for this position will include:

- Application submission: Include Letter of Interest and Resume due Friday 2/11/2022 (1700)
- Tour of PD facility available upon candidate request
- File Review
- Internal Panel interview
    - Personal History Statement due on date of Internal Panel Interview for external candidates. Download [HERE](#).
    - Preliminary interview/Personal History Statement review for external candidates.
- Oral Presentation to Chief's Advisory Council
- Top 3 candidates move forward in the process
- City Department Head Interviews
- Interview with Chief of Police
- Following a conditional job offer, pre-employment process following conditional job offer, including but not limited to:
    - background investigation
    - fitness assessment (2,000 meter row - Technique Tips)
    - polygraph examination
    - psychological evaluation
    - fit-for-duty physical, ergonomic physical, & drug screen
- Expected duration of process: approximately 6-8 weeks after the deadline to apply
- Re-application: all candidates are welcome to apply for any currently posted job opportunity

The City of Keller is an **Equal Opportunity Employer**. If you need an accomodation, please call the Human Resources Department at 817-743-4040. For all other inquiries, please contact Sergeant Darrell Potts at 817-743-4543 or dpotts@cityofkeller.com.

JOB SUMMARY:

Under general direction of the Chief of Police, the Police Captain performs supervisory and administrative duties for the Police Department. Incumbent provides overall direction for the police officer staff, support personnel, and administrative employees in the absence of the Chief of Police.

ESSENTIAL JOB FUNCTIONS:

1. Provide administrative, supervisory, and general management direction to subordinates using modern police/business philosophies and practices.

2. Establish necessary policies, procedures and regulations required to fulfill established goals and long-term community safety using all applicable laws and regulations.

3. Perform all functions/duties normally associated with law enforcement and being a police officer within the City of Keller.

4. Produce and maintain only the highest standards of performance, professionalism, and integrity from self and personnel.

5. Monitor performance and evaluate subordinates, and prepare written performance evaluations.

6. Maintain close supervision of assigned areas of responsibility within the department.

7. Must be physically fit and remain physically fit to perform duties of a police officer.

8. Receive and investigate citizen complaints and provide recommendations and/or information or explanations as appropriate.

9. Administer the provisions of departmental policies, regulations, orders, and operating procedures.

10. Collect data and information, analyze it and report as assigned.

11. Supervise major case investigations.

12. Conduct internal investigations as assigned by the Chief of Police.

13. Assist the Chief of Police in the preparation of the annual operating budget.

14. Assist in the selection and promotion of subordinates; assign, train, and evaluate subordinates and determine and implement action to improve performance or work procedures.

15. Meet and confer with members of the public and other officials regarding law enforcement problems and police operations.

16. Prepare and make public presentations relating to law enforcement issues and topics.

17. Complete reports and inspections as required by the Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation program and the Texas Police Chiefs Association Foundation Best Practices

Recognition Program.

18. Arrive to work every day on time, in good physical and mental condition.

OTHER JOB FUNCTIONS:

1. Promote the designated organizational culture of E to the 4th power in actions, behavior, and promotion of duties. All relationships, internal, and external, will be based on Empathy, Edification, Enthusiasm, and Excellence, which is consistent with the E to the 4th power Annual Performance Evaluation.

2. Conduct follow-up investigations.

3. Perform the duties of Chief of Police when assigned "Acting Chief" status.

4. Prepare, present, and defend recommendations of research projects.

5.   Acquire/maintain knowledge of internationally accepted best police practices as standardized by CALEA Accreditation program and TPCAF Best Practices Recognition Program.

6. Perform other duties as assigned or directed by the Chief of Police.

MINIMUM QUALIFICATIONS:

1.   Bachelor's Degree from an accredited college or university in Criminal Justice, Public Administration, or a related field.

2.   Advanced Certification as a Police Officer through the Texas Commission on Law Enforcement.

3.   Minimum of eight (8) years experience in law enforcement as a sworn TCOLE certified peace officer (excludes experience as a jailer, bailiff, warrant officer and a reserve officer). Five (5) years of experience must be at Keller Police Department (waived for external candidates). Two (2) years or more experience as a Sergeant and/or Lieutenant. External candidates must have two (2) years experience in a mid-management position in their current agency.

4.   Management qualities associated with the position, including familiarization with budgeting, management of funds, public speaking, and supervision of personnel under routine and emergency/stressful situations.

5.   Knowledge of approved practices, principles and procedures of modern police work, community responsibilities, and City, State, and Federal ordinances and laws.

6.   Excellent verbal, interpersonal, and written communication skills.

7.   Ability to monitor legal and ethical standards of police operation and performance.

8.   Ability to establish and maintain a positive working relationship with fellow City employees.

WORK ENVIRONMENT:

This administrative position requires self-judgment and discretionary activity in order to carry out job duties. Assignment needs may vary from uniformed patrol duties to business functions at a city or community level. Other duties include the coordination of personnel during major incidents and routine office work. Captain may travel extensively throughout an assigned patrol area on foot or in a vehicle, and be exposed to emotionally stressful, hostile and dangerous situations/conditions. Work is performed outdoors in all weather and temperature extremes and indoors in climate-controlled facilities. Incumbent must be able to run, jump and climb on various inclines, terrain and surfaces, and lift, carry, push, and/or drag objects or persons weighing up to 150 pounds unassisted (except by mechanical or stationary self-contained objects). Job requires the ability to drive in all weather conditions and read license plates, tags, street signs, and addresses from long distances at various speeds, day and night. Indoor duties include processing reports and operating a computer and other office equipment. Incumbent must be able to read, write and type to perform office duties. Work hours are subject to change to accommodate department needs and at the discretion of the Police Chief. Incumbent must use safety equipment provided by the City in the performance of the duties of a Police Officer.

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