



TOWN OF TOPSFIELD
JOB DESCRIPTION

POLICE CAPTAIN

Position Purpose:

The purpose of this position is to serve as second in command to the Chief of Police; to perform management-level administrative and supervisory work in overseeing and directing the day-to-day operations of the department and police activities; to help ensure the protection of life and property and the prevention and suppression of crime; performs all other work as required. FLSA Exempt.

Supervision:

Supervision Scope: Performs responsible functions requiring frequent application of independent judgment and initiative when situations arise that do not fall clearly within the limits of established standards or precedents.

Supervision Received: Works under the direction and general supervision of the Chief of Police.

Supervision Given: Supervises the full-time Police Patrol Officers and Police Sergeants and the part-time Reserve Police Officers, police special officers and Prisoner Watch personnel.

Job Environment:

Work is performed both in typical office conditions with the majority of work performed outdoors, with frequent exposure to varying weather conditions and situations, endangering personal safety. The employee is regularly exposed to weather extremes (cold, and excessive heat), loud noise, fumes/gases/toxic chemicals and potentially armed and dangerous persons. The employee occasionally works around moving mechanical parts and is occasionally required to operate in confined, cramped quarters. Requires using extreme care and safety precautions at all times.

Operates an automobile, all police equipment (to include radar equipment, handcuffs, cameras, fingerprint tools, portable radio, first aid equipment, bio-hazard equipment, intoxilyzer, accident investigation equipment, computer and other standard office equipment, P.B. tester, handgun, shotgun, less lethal weapons and baton; required to wear appropriate uniform and equipment.

Makes frequent contact with the general public, other law enforcement agencies and organizations, members of the court system, fire department personnel, hospitals, child protective services, etc.

Has access to department-related confidential information, such as criminal investigation records, lawsuits, and highly sensitive personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.

Addresses errors that could cause confusion, damage or delay and could be costly to correct; errors that in some instances could jeopardize public safety to include injury and loss of property and also have legal ramifications.

Essential Functions:

(The essential functions or duties listed below 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.)

Serves as second in command to the Chief of Police to create a layer of management between the sworn and non-sworn personnel and the Chief of Police.

Oversees the day-to-day operations of the Police Department; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate. Makes recommendations for changes in organization and operating policies and procedures based upon current concepts and trends. Prepares and presents staff reports and other necessary correspondence.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs as determined by the Chief of Police and Town of Topsfield. Monitors and evaluates the efficiency and effectiveness of services provided by the Topsfield Police Department and its members to the citizenry of the Town of Topsfield. Responds to, and resolves, difficult and sensitive citizen inquiries and complaints. Responds to questions and information requests from citizens and outside agencies.

Plans and directs the work plan for assigned staff. Determines the need for police action and assigns work activities, projects, and programs within the Topsfield Police Department. Works with employees to correct deficiencies and implements a progressive discipline plan of action. May participate with the Chief of Police as a Confidential Employee to assist with labor relations matters, including, but not limited to, grievances, personnel matters and data collection and preparation for contract negotiations.

Participates in the development and administration of the department's annual operating budget and capital planning. Participates in the forecasting of funds needed for staffing, equipment, materials, and supplies for department operations. Prepares special reports on police activities

and crime prevention initiatives. Receives and evaluates a variety of documents, reports, statistical information and recommendations.

Responsible for patrol duties: patrols assigned areas in uniform, on-foot or in marked police cruiser; conducts security checks of buildings, public areas, residential and commercial neighborhoods; responds to emergency calls and requests for assistance; enforces criminal and motor vehicle codes and laws; directs pedestrians and vehicular traffic; investigates crimes; processes crime scenes; detects and collects evidence; gathers intelligence; conducts surveillance; transports evidence and property to the Police Department or crime laboratory; conducts interviews with victims, witnesses and suspects; writes affidavits for and serves arrest warrants; makes arrests; transports and processes suspects and prisoners; reviews, corrects and approves police reports, logs, citations, and/or case assignment investigations; maintains databases and files; prepares for presentations in court proceedings; confers with court prosecutors and testifies in court.

Provides emergency medical care applying skills of a First Responder.

Maintains relationships with outside agencies and other Town services, e.g., Fire, School Department, Department of children and Families, District Attorney's Office, etc. Participates in continuing training and instruction programs through individual study of technical material (i.e., updates to departmental rules and regulations, criminal and motor vehicle laws and rules of evidence, etc.) and attends scheduled drills and classes. Coordinates and conducts training for department staff.

Oversees and supervises personnel responsible for performing specific duties such as crime prevention, control, criminal activity investigation, rape and sexual assault investigation or public safety instruction. Responsible for oversight of municipal-wide emergency operations that occur during assigned shift. Assists with planning special operations and task forces. Supervises and participates in a variety of community relations events. Participates on a variety of boards, commissions, and committees. Attends and participates in professional group meetings.

Serves as the liaison in the Chief's absence or off hours with other divisions, departments, elected officials, media, and outside agencies. Negotiates and resolves sensitive and controversial issues. Cooperates with other law enforcement agencies in the apprehension of criminals. Allows public access to the administration of the Topsfield Police Department during non-business hours.

Serves as acting Chief of Police as assigned. Acts on behalf of the Chief of Police in the absence of same.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Criminal Justice; plus seven (7) to ten (10) years of experience; or any equivalent combination of education and experience.

Special Requirements:

MA Police Academy Certified.

CORI (Criminal Offender Record Information) Certified.

Licensed to Carry Firearms.

Possession of a Massachusetts motor vehicle operator's license.

CPR, AED, and First Responder Certified.

Command Training.

Breathalyzer, Chemical spray.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of investigation, surveillance, intelligence gathering and analysis and thorough knowledge of federal and Massachusetts state laws relating to surveillance, search and seizure, licensing as well as State and Constitutional law cases relating to the powers and duties of police officers. Must be thoroughly familiar with local ordinances.

Ability: Ability to build a positive team environment, manage and motivate staff; lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to establish and maintain effective working relationships with town officials, subordinates, the general public, and other law enforcement officials. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to deal with the public firmly and courteously under stress conditions. Ability to multitask and prioritize. Ability to enforce the law impartially and to make sound judgments under stressful situations.

Skill: Verbal and written skills necessary to communicate with other town departments, citizens and the court system. Skill in operating police equipment and police computer system. Strong critical thinking skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit and talk or hear, walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. This position requires the ability to operate a computer keyboard and calculator at efficient speed. During patrol work, the employee may be required to climb, stoop, crouch, kneel, run, roll, and climb a ladder; employee must be able to access all areas of buildings/structures; may

lift/drag/carry/move objects weighing more than 60 pounds. Vision and hearing at or correctable to normal ranges.

(This 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.)

Approved September 2019

Town Administrator