

POLICE CAPTAIN

DEFINITION: Under general direction, performs high level supervisory and administrative police work of considerable difficulty in overseeing operations at headquarters, a police district or Navajo Nation Law Enforcement Training Academy; works closely with the Chief of Police planning and implementing department goals and objectives; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes, directs and coordinates district/academy operations, fiscal and personnel activities; develops, coordinates and implements goals and objectives, priorities, policies and procedures and makes recommendations for changes; ensures compliance with department rules and regulations; establishes and enforces standards of efficiency, performance and conduct for both commissioned and civilian personnel; develops budget proposals for assigned district and assists in evaluation and development of department budget; develops grant proposals and resolutions; completes grant and contract applications and other documents to obtain funding.

Performs full range of investigative duties for evaluation of police actions, assists with police investigations; enforces tribal, state and federal laws and regulations; supervises, selects, trains, motivates and evaluates assigned personnel; provides and/or coordinates staff training; oversees promotions, certifications, commissioning and transfers; works with employees to correct deficiencies; implements discipline and termination procedures; ensures proper maintenance, use and security of equipment and facilities; prepares required reports.

Maintains an effective communication system; represents department at meetings with local, regional and national agencies; serves on committees and task forces related to public safety; promotes and maintains public relations programs; coordinates public relations in cooperation with public officials, civic groups, educational institutions and other individuals and groups to promote the public safety efforts of the department; coordinates enforcement of laws and related activities with other tribal, state, county, city and federal investigative and police agencies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of modern police administration, police methods and the use of police records and their application to police administration.

Knowledge of applicable federal, state, tribal and local laws and ordinances, rules and regulations.

Knowledge of supervisory principles and practices.

Knowledge of the standards by which the quality of police service is evaluated.

Knowledge of the practices and methods of law enforcement, criminal investigation and identification.

Knowledge of all types of firearms, communications equipment, and automobiles used in law enforcement.

Knowledge of the principles and practices of the collection of evidence including blood evidence chemicals, plaster kits, latent print chemicals, photographic equipment, etc.

Knowledge of proper, ethical, and legal police tactics.

Skill in planning, organizing and directing the work of employees performing varied operations connected with police activities and developing proper training and instructional procedures for those employees.

Skill in understanding and interpreting complex laws, rules, regulations, policies, and guidelines.

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Skill in verbal and written communication.
Skill in establishing and maintaining effective working relationships.
Skill in analyzing situations quickly and objectively to determine the proper course of action.
Skill in maintaining calm during emergencies.
Skill in the use of assigned weapons.
Skill in negotiations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to pass the physical fitness standard as put forth by the Bureau of Indian Affairs (BIA) for police. Generally, work is conducted in an office setting, but it does require the ability to act in a police officer capacity.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED: and eight (8) years of experience as a Police Lieutenant, Internal Affairs Supervisor or Criminal Investigator Supervisor.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Criminal Justice or related field.
- Law Enforcement Supervisory training.
- Possess Special Law Enforcement Commission (SLEC).

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification.
- Possess a valid state driver's license.
- Successful completion of job-related testing.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and must obtain Special Law Enforcement Commission and must complete the Executive Management course within one (1) year of date of hire. Must be in compliance with the Federal Domestic Violence Act.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.