



CITY OF LYNCHBURG  
Rev Date: May 5, 2023

# POLICE CAPTAIN

Class Code:  
5130

## SALARY RANGE

\$52.66 - \$56.54 Hourly  
\$4,212.80 - \$4,523.76 Biweekly  
\$9,127.73 - \$9,801.48 Monthly  
\$109,532.80 - \$117,617.76 Annually

## DESCRIPTION

The ideal candidate for the police captain position can lead major divisions in a modern, progressive police department, instilling trust within the community, developing and implementing plans to achieve the mission and vision of the department, and inspiring employees to perform with excellence through development and mentoring. As a member of the police department's management team, the captain will be part of a collaborative group working with the senior command staff, city staff, and community members to provide leadership and management of department-wide issues while supporting the goals and objectives of the organization.

The ideal candidate will have a broad base of law enforcement experience in a variety of operational and administrative areas, possess knowledge of policing an urban-based community, be exceptional at relationship building both inside and outside the organization, possess excellent written and verbal communication skills, have a history of positive collaboration across divisions and groups, a history of planning and facilitating special events, and have a strong desire to embed themselves into the community.

This position requires impeccable character and ethics, high morals, and a strong work ethic, that combined with uncompromising standards, inspires and motivates others to excel. The department values leadership, professionalism, and dedication as we focus on accountability, buy-in, and collaboration to partner with and protect our great community. The ideal candidate will be responsible for continuing to build trust in the community and the organization through transparent communication, innovation in problem solving, and a dedication to service.

## EXAMPLES OF DUTIES

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for activities of a police division; plans, assigns, reviews, and supervises the work of subordinates; coordinates with other divisions, departments, and law enforcement agencies.

- Participates in the development and implementation of the department long-range strategic plan which includes community policing, intelligence led policing, and other department initiatives.
- Develops, plans and implements division goals and objectives; recommends and administers policies and procedures.
- Researches, drafts, or recommends new or revised division work methods, procedures, and policies to ensure efficient operations that meet division goals. Analyzes appropriate data as needed.
- Devises more effective and efficient methods and procedures of providing police services to the public by reviewing, analyzing, and interpreting division activities, traffic accident data, citizen complaints, and crime data.
- Interprets and explains orders, policies, practices and procedures and other operational information to subordinate personnel.
- Participates in internal investigative reviews.
- Assumes command of large-scale and/or critical incident situations such as natural disasters, public demonstrations, strikes, riots, traffic problems and other unusual occurrences. Coordinates with other law enforcement or emergency agencies as appropriate.
- Addresses diverse socio-economic groups about police and community concerns.
- Oversees the investigation of major cases.
- Oversees the management of fleet and major equipment; supervises the procurement of major equipment.
- Responsible for the selection, supervision and evaluation of assigned staff; assigns work and ensures appropriate training is provided; investigates complaints; recommends grievance responses; exercises full supervision over employees.
- Coordinates the implementation of effective processes and models to produce division-wide diversity initiatives. Facilitates staff development on such issues as diversity and creating a respectful working environment.
- Participates in the development and planning of recruitment and promotional processes and training and staff development programs.
- Serves on community and/or non-profit boards.
- Develops, implements, and evaluates programs and special operations.
- Represents the department at city, community, inter-agency, or state-wide meetings.
- Initiates and monitors the implementation of division goals and operational procedures. Reviews reports and performance of supervisors and personnel to assure acceptable levels of work accomplishment, compliance with departmental standards, and to detect work deficiencies.
- Assumes the duties of the deputy chief when absent.
- Responds to citizen complaints and questions regarding division personnel and activities.
- Identifies needed equipment and prepares appropriate budget requests.

#### ADDITIONAL DUTIES AND RESPONSIBILITIES

Other duties to provide direct or indirect service to the citizens may be assigned.

When unusual situations occur and/or the city manager declares a State of Emergency, all city employees may be required to accept special assignments and perform as needed to ensure appropriate service delivery.

#### SUPERVISORY RESPONSIBILITIES

Directly supervises assigned police personnel, including subordinate supervisors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees;

planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND EXPERIENCE**

- Two years of experience as a police Lieutenant, or an equivalent level command position, or higher, in a law enforcement organization of similar size and functional responsibility as of the selection process eligibility date;
- Associate degree from an accredited college or university, or the equivalent of 60 credit hours toward a bachelor's degree. Bachelor's degree preferred;
- A minimum of 10 years of certified law enforcement experience;
- Current Virginia DCJS law enforcement officer certification or the ability to obtain Virginia DCJS law enforcement officer certification within six months of hire;
- Must have successfully completed a recognized university-level management training program approved by the chief of police. Acceptable schools include, but are not limited to: FBI National Academy, Administrative Officers Management Program (North Carolina State University), National Criminal Justice Command College (University of Virginia), Southern Police Institute Administrative Officers Course (University of Louisville), and School of Police Staff and Command (Northwestern University);
- Prior to employment, external candidates must complete the LPD application process which includes a polygraph examination, psychological examination, background investigation, physical examination, and medical examination;
- The chief of police has the final authority in determining whether any candidate has met the minimum qualifications for the rank of captain.

## **OTHER QUALIFICATIONS**

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**INTERPERSONAL SKILLS**

Solid interpersonal skills, including conflict resolution skills, required for work with individual citizens or other employees.

**OTHER REQUIREMENTS**

Possession of a valid driver's license and acceptable driving record according to city criteria.

Must successfully complete IS100 and IS700 National Incident Management (NIMS) training within 90 days of employment. May also be required to complete higher levels of NIMS training as determined appropriate for the position.

**PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to stand; walk, run; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, moving mechanical parts, work with explosives and work in high or precarious places. The noise level in the work environment is usually moderate, but may be loud.

To apply to this position, please follow the link below:

<https://esci.us/executive-recruitment/current-executive-recruitments/>