



# Job Vacancy

## Captain, Field Services Division Police Department

**Job Description:** Under limited supervision, plans, directs and supervises the activities of the Field Services Division, ensuring the proper enforcement of all Federal and State laws, City ordinances, and departmental rules, orders, policies and procedures. Reviews and formulates policies and procedures related to the operations of the Division. Exercises independent judgment in routine as well as high-risk situations. Supervise and provide general oversight of Patrol, Investigations and School Resource Officers. Assumes responsibilities in the absence of the Police Chief or Deputy Police Chief.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervises the enforcement of all Federal and State laws, City ordinances, and departmental orders, rules, policies and procedures as set forth by the Police Chief.
- Supervises and coordinates staff engaged in the activities of the Patrol Division; supervisory duties include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending/approving discipline, and recommending transfers, promotions, termination, and salary increases.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations for improvement as appropriate; offers advice and assistance as needed.
- Investigates personnel complaints and allegations made by the public or other law enforcement officers; administers disciplinary action as required.
- Investigates traffic accidents involving officers, and forwards reports and recommendations to the Police Chief.
- Receives requests for special/extra assignments and assigns work appropriately.
- Must be able to wear a respirator during emergency situations.
- Provides assistance and guidance to officers on tour of duty.
- Drafts and formulates policies and procedures for the Division as needed; approves or executes new policies and procedures.
- Responsible for security and accountability of all departmental owned firearms.
- Responsible for commanding, training, and selecting the members of the Tactical Response Unit.
- Security and accountability of all departmental owned firearms.
- Supervises departmental Bike Patrol Unit.
- Supervises the departmental Firearms Training Program.
- Reviews all incident reports, logs and paperwork received from subordinate officers to ensure completion, accuracy, and conformance with regulations.
- Prepares and reviews patrol personnel records and reports, including but not limited to time sheets, overtime information, monthly reports, evaluation forms, follow-up reports, assignment rosters, etc.
- Oversees jail operations.
- Participates in the command staff decisions of the department.
- Periodically serves as Duty Command Officer, maintaining responsibility for department operations as required.
- Maintains, control, and supervises the Highway Safety Program and K-9 Program.
- Supervise and provide general oversight of Patrol, Investigations (Special Operations Division) and School Resource Officers

- Performs responsible duties related to crime prevention and community relations programs; attends neighborhood Crime Watch meetings to enhance police/community relationships; presents personal safety programs to citizens and implements problem-solving techniques and strategies.
- Demonstrates and promotes Community Team Policing by participating in community association meetings, community events, committees and other activities that promote community and police partnerships.
- Supervises reserve officers.
- Attends required training courses and seminars; participates in required physical fitness activities.
- Attends departmental meetings as required.
- Operates various types of office equipment, machinery, and tools in the performance of duties such as a computer, adding machine, recorder, radio equipment, audio-visual equipment, facsimile machine, telephone.
- Operates/uses a variety of police equipment, including restraining devices, protective gear, firearms, etc.
- Maintains required certifications and training as mandated by the Department.
- Prepares and presents Patrol Division cases to the Grand Jury and General Sessions Court as necessary.
- Oversees the processing of derelict and abandoned vehicles.
- Performs routine patrol duties, including but not limited to patrolling assigned areas of the City, responding to public calls for assistance, investigating criminal incidents, apprehending and arresting suspects and violent persons, serving official papers and judges' orders, seizing property and/or criminal evidence, maintaining public order, interviewing victims and witnesses, interrogating suspects, etc.
- Issues and maintains Division equipment and vehicles.
- Inspects officers and equipment to ensure compliance with all regulations.
- Assumes responsibilities in the absence of the Police Chief or Deputy Police Chief
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

**PREFERRED EDUCATION AND EXPERIENCE REQUIREMENTS**

Associate's Degree in Criminal Justice or related field supplemented by nine (9) years of experience in law enforcement, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

- Must have successfully completed required courses through the South Carolina Department of Public Safety, Criminal Justice Academy Division, and hold required certifications.
- Must maintain radar and Data-master certifications, and all other mandated training for certified police officers.
- Must possess a valid South Carolina Driver's License.
- Must maintain proficiency in the use of firearms and evasive driving techniques.

**Application for Position:** Applicants interested in this job opportunity may apply online at [www.lancastercitysc.com](http://www.lancastercitysc.com) (employment tab) Position Open Until Filled. EOE.

**Position May be Subject to the Following Background Checks:** Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range		
218	\$29.14 to \$36.42		