



WYNNE POLICE DEPARTMENT

JOB DESCRIPTION

Job Title:

Captain/Assistant Chief of Police

Job Summary:

The Captain/Assistant Chief of Police works under the direct supervision of the Chief of Police and is responsible for supervising patrol officers of the Wynne Police Department. Law enforcement procedures, federal, state, and local laws, departmental policy and civil service rules and regulations govern this position.

Minimum Qualifications:

- Be a citizen of the United States.
- Possess a valid Arkansas driver's license.
- Certified as a Law Enforcement Officer by the Arkansas Commission on Law Enforcement Standards and Training established by A.C.A. 12-9-204.
- Associates degree in Criminal Justice or higher or served eight years as a Law Enforcement Officer with at least five of those years in a supervisory position.

Examples of Work:

- Oversees and supervises a staff of supervisory officers for the department by assigning work, reviewing work and reports, evaluating performances of subordinates, and writing commendations when appropriate; takes civilian complaints about department employees, and initiates or reviews disciplinary actions.
- Commands the Police Department in the absence of the Chief of Police.
- Confers daily with the Chief of Police for assignments, assures that the department policy and procedures manual is followed by all personnel, attends staff meetings, and represents the department at community functions.
- Patrols business and residential areas using an equipped patrol car, assists motorists and enforces local ordinances, motor vehicle and criminal laws including issuing citations and making arrests, books, guards, and escorts prisoners, deals with juvenile offenders and assists other law enforcement agencies.
- Responds and investigates calls for service, protects crime scenes, assists other officers when requested, collects, and protects evidence, interviews victims, witnesses, and suspects, takes reports from the public and businesses, investigates conditions and causes of accidents, prepares accident reports, directs traffic, and controls activities in disaster areas and makes contacts with business owners and residents to assist them in addressing problems of a law enforcement nature.
- Coordinates departmental functions with other locals, state and federal law enforcement agencies, other municipal agencies, the prosecutor's office, and courts as necessary.
- Meets with schools, civic groups, and organizations relative to police goals, programs, activities, and projects.
- Assists the Chief of Police in preparing the department budget, conducts new hire background checks, criminal history checks, and interviews employers, friends, and neighbors.
- Testifies in court as required.
- Performs related responsibilities as required or assigned.

WYNNE POLICE DEPARTMENT

Work Relationships:

The Captain/Assistant Chief of Police has daily contact with department personnel, city officials, other law enforcement agencies, businesses, and the public. Has frequent contact with municipal government officials, business and civic organizations, and state and federal agencies.

Special Job Dimensions:

The position involves regular and irregular hours required to manage law enforcement services. Work hours may be extended in the event of an emergency, disaster, workloads, or work in progress. Exposure to danger is possible and carrying a firearm is required.

Knowledge, and Abilities:

Knowledge of –

- Principles, practices, and techniques of law enforcement operations and management.
- The criminal justice system.
- The principles and practices of human resource and organizational management.
- Law enforcement administration practices and procedures.
- General budgetary and fiscal procedures.
- State and federal laws governing the functions and operations of law enforcement.

Ability to -

- Plan, organize, and direct the work of supervisors and subordinates.
- Plan departmental objectives and operational activities.
- Prepare and present budget requests.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit, talk, and listen. The employee is also required to stand, walk, use hands to handle or operate objects, control knobs or tools, type, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*The duties listed in this job description are intended only as illustrations on 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job evolve.