

City of Lake City, FL

Classification Description

Classification Title: POLICE CAPTAIN
Department: POLICE

Pay Grade: 16
FLSA Status: Exempt

General Description

This is responsible administrative, managerial and supervisory work directing the functions of a specific division of the Lake City Police Department. Work is performed under general administrative direction with review through conferences, reports and results obtained.

Nature of Work

Essential Functions:

- Plans, organizes, supervises and administers the activities and functions of the day-to-day operations of a division of the department.
- Supervises, reviews and coordinates staffing plans.
- Prepares annual budget and establishes goals and objectives for the division.
- Within limits of delegated authority, is responsible for the training, development, safety and discipline of personnel.
- Confers with lieutenants and Sergeants to resolve operational and administrative problems.
- Responsible for organizing and managing complex events and large scale emergencies.
- Attends and participates in conferences or meetings either in capacity of present position, or as a representative of the Chief's office.
- Recommends the selection, transfer, promotion, demotion, grievance resolution or termination of employees.
- Conducts performance evaluations and recommends approval or disapproval of step or merit increases.
- Serves as a first responder during domestic security and weapons of mass destruction incidents.
- Performs other related work as required.



Other Important Duties:

- Responds to citizen inquiries/complaints or inquiries from the City Council or executive staff.
- Is involved in complex personnel issues requiring counseling, fitness for duty evaluations or progressive discipline.
- Performs other related work as required.

Knowledge, Skills, and Abilities:

- Thorough knowledge of the modern principles, practices and methods of police administration, organization, operation and investigation.
- Considerable knowledge of department operating procedures, rules, regulations and limitations upon departmental authority.
- Considerable knowledge of the pertinent laws, ordinances and codes pertaining to criminal and related violations.
- Considerable knowledge of the method of preserving evidence and what constitutes admissible evidence.
- Ability to establish and maintain effective working relationships as necessitated by the work.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to react quickly and calmly in emergencies.
- Ability to observe situations and analytically and objectively and prepare concise and accurate written reports.
- Ability to plan, organize, train and supervise subordinates in a manner conducive to high performance and good morale.
- Skill in use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Qualifications:

Possession of a Bachelor's Degree and six (6) years of professional experience in law enforcement work in a sworn capacity; or three (3) years of college and seven (7) years of professional experience in law enforcement work in a sworn capacity; or must acquire an Associate of Arts/Associate of Science degree within three (3) years of appointment and eight (8) years of professional experience in law enforcement work in a sworn capacity. Three (3) years of the required experience must have been supervisory or command.



experience in a law enforcement agency. A Master's Degree in business or public administration, criminal justice, law enforcement, criminology or related field may substitute for one year of the required sworn experience.

Necessary Special Requirements:

- Must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission within six (6) months of the date of employment.
- Must reside in Columbia County, Florida at the time of appointment.
- Visual ability must be correctable to 20/20 in each eye with normal color and perception.
- Must possess a valid Class E State driver's license at the time of appointment.

