



<b>Position Title:</b>	Police Captain		
<b>Department:</b>	Police		
<b>FLSA Status:</b>	Exempt - Salaried		
<b>Salary</b>	<b>Grade:</b> L	<b>Starting:</b>	\$80,713
<b>Supervision:</b>	Deputy Chief of Police	<b>Last Reviewed:</b>	8/19/24

#### Job Summary

Third in command of the Police Department

Under limited supervision, this position is considered third in command of the La Vergne Police Department and is separated into two distinct captain positions that are identified as "Operations Captain" and "Administrative Captain." The Operations Captain is responsible for the daily oversight and leadership of patrol operations, SWAT, special events, and managing/coordinating the activities of the Police Training Unit related to department training; recruitment, and hiring. The Administrative Captain is responsible for the daily oversight and leadership of the La Vergne Police Department Criminal Investigations Bureau, Forensics Division, Emergency Dispatch Center, Records Division, Accreditation, Grant Writing, Equipment, Department Fleet, and building and maintenance. Both positions must possess organizational and technical skills and use independent judgment, working with little direct supervision when necessary. The position of Police Captain reports to the Deputy Chief of Police. **THIS IS A SAFETY-SENSITIVE POSITION**

#### ESSENTIAL DUTIES AND RESPONSIBILITIES (Both Captain Positions)

- Administers the overall research, planning, implementation, and maintenance of the department's Administrative and Management Information Systems; research trends and conducts studies in law enforcement and prepares recommendations to improve department operations; oversees the planning, design, and administration of operational systems and procedures; determines the overall impact of technologies and develops appropriate strategies; and oversees crime and intelligence analysis.
- Coordinates the formation of strategic goals and objectives and assists with implementation and evaluation; provides leadership and strategic direction related planning projects; develops short and long-range developmental plans; establishes, implements, and evaluates internal systems to meet operating goals and objectives effectively; develops and evaluates policies and procedures to effectively carry out departmental operations.
- Responsible for the overall management of the Training Unit; coordinates the activities of professional, sworn, and administrative staff in regard to training; coordinates pre-employment testing and interview process.
- Represents the Police Department on a variety of law enforcement boards and commissions and in various segments of the community.
- Coordinating, scheduling, and documenting all training for police personnel. departmental contact and liaison with the Tennessee POST Commission and Tennessee Law Enforcement Training Academy; coordinates department's In-service training – responsible for the scheduling, collection, and documentation of all records submitted to POST Commission for

yearly certification; schedule security for court, and commission meetings and other meetings as needed.

- Manages Recruits and Trainees: Coordinate with personnel to guide recruits from hiring through training. Review recruit performance, oversee remediation training as necessary, and recommend appropriate actions to the Administration. Manage the field training process and verify that personnel documentation is maintained properly. Oversee the department's police reserve and volunteer programs and training and manage monthly requirements in cooperation with each reserve officer and volunteer.
- Oversees the Training, Planning, and Deployment of the SWAT Team and the Hostage Negotiation Team. Maintains communication with the Commanders of each Unit and selection of new members and equipment for each team. Oversees the selection process of all new members of each team.
- Oversees the Training, Planning, and Deployment of K-9 Teams. Maintain overall Certifications, Health, Travel, and dietary needs of each K-9 Team. Assist with Handler selection along with K – 9 / Vendor selection.
- Oversees all dignitary protection of elected City Officials and Key City Leaders at City Meetings
- Serve as the Department's Tennessee Public Safety Network (TPSN) coordinator responsible for organizing Critical Incident Debriefings for our Department and sending our department's debriefers to outside departments for critical incidents debriefings.
- Serves as the departmental representative for the business Neighborhood Watch Program in the industrial area of La Vergne.
- Oversees the Criminal Investigations Bureau and provides guidance when necessary. Maintain familiarity with major investigations and provide executive-level briefings to the Deputy Chief of Police and the Chief of Police.
- Oversees the Forensics Division to ensure proper staffing, training, equipment, and software are present to ensure effective and efficient department operations.
- Coordinates with the Civilian Dispatch Manager and provides support and oversight to ensure effective and efficient dispatch operations for both the La Vergne Police Department and the La Vergne Fire Department.
- Coordinates with the Records Division Supervisor and provides support and oversight to ensure effective and efficient operations within the Records Division. Ensures strict compliance with state records retention requirements and fulfillment of open records requests.
- Provide support to the department Accreditation Manager.
- Oversees the identification of grant writing opportunities and the grant writing process for the La Vergne Police Department.
- Oversees the current and future department needs as it relates to equipment, fleet, and building maintenance.
- Other duties as assigned.

#### MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business administration, criminal justice, police science, or a related field required.
- Fifteen (15) years of experience in law enforcement, ten (10) of which must be at a supervisory rank with at least five (5) years of experience at the rank of Lieutenant or higher rank.
- Candidates with an equivalent combination of education and experience may be considered.

- No applicant shall be considered if they have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States, and a certified DD214 shall be submitted to verify such.
- No applicant shall have any misdemeanor or felony conviction that prohibits the carrying of any legal firearm.
- Must have a valid Driver's License on the date of application, and a valid Tennessee Driver's License within thirty (30) days of established residency, with a minimum of five (5) years of driving experience, with no loss of driving privileges in the prior five (5) years.
- All applicants will have an in-depth background investigation conducted by the LPD Criminal Investigation Division, and have no history of any felony arrest, nor have been convicted of or pled guilty to, or entered a plea of nolo contendere to any charge, or any violation of any Federal or State laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances; nor to any misdemeanor arrest involving moral turpitude; and no arrest for D.U.I. in the prior ten (10) years.
- Must pass a physical examination by a licensed physician.
- Must pass a polygraph by a certified polygraph examiner.
- Must be psychiatric or psychological fields as being free from any impairment, as outlined in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the person's ability to perform an essential function of the job, with or without reasonable accommodation.
- Knowledge of training needs for police officers and their supervisors to benefit the department as a whole.
- Knowledge of legal and professional standards of law enforcement training, including, Federal, State, and Municipal law, codes, and regulations. Knowledge of Community Oriented Policing Methods, Departmental Policies, Problem-Solving Techniques, Supervisory Effectiveness, and Conflict Management.
- Learning principles as applied to adult training; training and instructional strategies; liability issues inherent in training programs; law enforcement methods and procedures; developing strategies and solutions for training techniques; making oral presentations to groups.

#### SKILLS, KNOWLEDGE AND ABILITIES

- Law Enforcement – Comprehensive knowledge of principles, operations, and practices of a modern law enforcement agency.
- Project Management – Comprehensive knowledge of organizing, planning, coordinating, managing, and directing administrative functions, planning processes, and technology projects.
- Research and Analysis – Comprehensive knowledge of research and analysis methods and techniques; thorough knowledge of statistical analysis and forecasting techniques
- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to the situation.
- Interpersonal Relationship - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Communication - Excellent ability to communicate complex ideas effectively so others will understand. Excellent ability to listen and understand information and ideas presented through vocal words or writing. Ability to prepare detailed technical reports, manuals, and studies.

- **Coordination of Work** – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work following sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

### 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 essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, talk, or listen. The employee is occasionally required to walk, squat, bend, use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

**Strategic Leadership and Command:** The Police Captain holds a command position, often responsible for leading entire divisions or units within the department, such as patrol, investigations, administration, or support services. This role involves strategic planning, setting objectives, and directing operations to meet the department's goals and respond to community needs effectively.

**Administrative and Operational Oversight:** Operating primarily from the police department's offices, the Captain oversees the administrative and operational aspects of their division, ensuring that policies are implemented, resources are allocated efficiently, and services are delivered effectively. The Captain makes critical decisions regarding personnel, budgeting, program development, and operational strategies.

**Supervision and Team Development:** As a senior leader, the Captain supervises subordinate officers, including lieutenants, sergeants, and civilian staff, providing guidance, mentorship, and evaluation. Leadership skills are crucial for developing a cohesive team, fostering professional growth, and maintaining high standards of performance and accountability.

**Community Engagement and Relations:** The Police Captain plays a key role in fostering community relations, engaging with citizens, community organizations, and local government officials to address public safety concerns, provide updates on police initiatives, and collaborate on community policing efforts. Effective communication and public relations skills are essential for building trust and partnership between the department and the community.

**Policy Development and Implementation:** The Captain is involved in developing policies and procedures that guide department operations, addressing issues such as use of force, pursuit, crime prevention, and officer conduct. This includes ensuring compliance with legal standards, best practices, and accreditation requirements.

**Crisis Management and Emergency Response:** The Captain may coordinate the department's response to major incidents, emergencies, or critical situations, requiring the ability to assess rapidly evolving scenarios, deploy resources strategically, and communicate effectively with other law enforcement agencies and emergency services.

**Continuous Improvement and Innovation:** The role demands a commitment to continuous improvement, seeking ways to enhance operational efficiency, embrace technological advancements, and implement innovative policing strategies to address emerging crime trends and community concerns.

**Flexible Schedule and Availability:** This position is not remote. The Police Captain is expected to maintain a flexible schedule, including availability for significant incidents, departmental needs, community events, and meetings outside of regular business hours. The nature of the role requires readiness to respond to departmental emergencies and leadership demands as they arise.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**THE CITY OF LA VERGNE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES.**