

CAPTAIN

The person in this position of employment performs high-level management functions under the direction of the Police Chief and is subject at all times to his or her orders. The Captain has supervisory functions over the staff division of the Police Department, is required to actively participate in the functions of the division giving guidance and direction to those under his or her command, is required to evaluate the performance of individuals assigned to the division, is responsible for the effective utilization of personnel and materials assigned to the division, and ensures that the level of supervision is sufficient to maintain peace and dignity in the community. This person also functions as the Police Chief's designee when assigned or when the chain of command dictates. He or she is also required to actively coordinate activities with other command officers of the same rank.

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I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. This list details typical tasks and requirements of the position, but it is not intended to be all-inclusive; other duties may be assigned.
- B. It is the duty of the Captain to:
 - 1. Properly care for and maintain all vehicles, weapons, uniforms, and personal equipment of the Division;
 - 2. Maintain a current inventory of all items assigned to the Division and ensure that they are in good working order;
 - 3. Prepare and submit fair, impartial, and required personnel evaluations and performance ratings for all persons under his or her command;

4. Schedule all individuals in the Division, including the assignment of personnel to special assignments;
5. Review, approve, or correct all reports made by individuals in the Division;
6. Appropriately disseminate all reports and information received from other Divisions in the approved manner;
7. Inform authorized personnel of any significant events or developments affecting the Department;
8. Be accountable for all actions or omissions of officers under his or her supervision that are contrary to Departmental regulations and policy;
9. Implement all orders received from the Police Chief;
10. Thoroughly explain to Departmental personnel under his or her command the content of new orders which affect their responsibilities;
11. Respond to emergencies, incidents, or dispatches as required; take command of the situation; make the necessary notifications; take the proper steps to resolve the situation; and remain in command until relieved by the Police Chief;
12. Maintain a valid New Hampshire Motor Vehicle Operator's license and his or her official Departmental identification and have these in his or her possession at all times;
13. Accomplish administrative work and supervise his or her respective divisions. The duties will include, but not be limited to:
 - a) Inspection of all members, work areas, and equipment in the Division;
 - b) Disseminate all general orders and communications of lower-ranking personnel;
 - c) Prepare monthly personnel reports and submit them to the Police Chief as required.
14. Relieve from duty and/or suspend an employee for the next consecutive work day when, in the Captain's judgment, he or she has sufficient grounds to do so;
 - a) Such relief or suspension is for an act or omission, which jeopardizes the mission or is a gross violation of the rules and procedures or Personnel, Special, and General Orders.
 - b) Such relief or suspension shall be of a temporary nature pending the report of the incident to the Police Chief.

15. Whenever such authority is exercised, a written report of it shall be made to the Police Chief within twelve (12) hours.
 - a) In the absence of the Chief, the Captain may recommend a suspension of greater length or the termination of an employee to the Town Administrator.
16. Maintain security of the office and building by ensuring all doors, windows, and safes are closed and secured
17. Take corrective measures in hazardous or unsafe conditions and report such incidents that are outside his or her control to the Chief of Police;
18. Minimize the liability of the Town to this end: shall correct or report any hazards or deficiencies in Town buildings, equipment, or rights-of-way;
19. Be on call to respond as the duty officer on a periodic basis as scheduled by the Chief of Police;
20. When called to respond, shall serve as the Chief's designee and assume command and direct the activities of the Department as required;
21. Have the physical and mental capabilities to read and decipher complex written, oral, and graphic data in a short period of time in an effort to effect a course of action which will lead to the resolution of a number of varied situations;
22. Have the physical agility to operate a motor vehicle, walk for prolonged periods, march at close intervals, or run a distance in the pursuit of a person or in the defense of him- or herself or others;
23. Have the physical ability to use firearms, hand impact weapons, make forcible arrests, and restrain subjects or a large group;
24. Effect an arrest, forcibly if necessary, utilizing handcuffs and/or other restraints;
25. Subdue resisting suspects utilizing maneuvers and weapons, resorting to the use of hands, feet and/or other approved devices or weapons in self-defense;
26. Process arrested suspects to include taking their photograph, video footage, and obtaining a legible set of inked fingerprint impressions;
27. Transport prisoners and committed mental patients utilizing handcuffs and/or other appropriate restraints;
28. Install and operate a gas mask in situations where chemical munitions are being deployed or are present;

29. Extinguish small fires by using a fire extinguisher and other appropriate means;
30. Interpret and comprehend legal and non-legal documents, including preparation and processing of documents to include citations, affidavits, and warrants;
31. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations to include filing, alphabetizing, and labeling;
32. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, when force may be used, and to what degree;
33. Operate a law enforcement vehicle for long periods of time, both during the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow;
34. Communicate effectively, practically, and coherently with other individuals using existing communications systems;
35. Gather information in criminal and administrative investigations by interviewing and obtaining statements from victims, witnesses, suspects, and confidential informers;
36. Impart independent and impartial judgment by discerning when probable cause exists to recommend disciplinary action;
37. Pursue fleeing suspects, perform rescue operations and various duties which may involve quickly entering or exiting secured areas and law enforcement vehicles; lifting, carrying and dragging heavy objects away from dangerous situations; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings, jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven narrow surfaces; and using bodily force to gain entrance;
38. Quickly and effectively secure or evacuate people from specific areas as necessary;
39. Perform rescue functions at accidents, emergencies, and disasters to include directing traffic for long periods of time and administering emergency medical aid;
40. Load, unload, aim, and fire, from a variety of body positions, handguns, shotguns, and other Department firearms under conditions of stress that justify the use of deadly force at levels of proficiency prescribed in certification standards;

41. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings, and large outdoor areas which may involve feeling and detecting objects and detaining people;
 42. Conduct visual and audio surveillance operations for extended periods of time;
 43. Engage in various law enforcement patrol functions which include working rotating shifts, extended walking on foot patrols, and physically checking doors, windows, and other areas to ensure they are secure;
 44. Effectively communicate with dissimilar segments of the public, including juveniles, furnishing appropriate information and directions, mediating disputes, and advising of rights and processes;
 45. Exhibit efficacious and professional communications skills in court and other formal settings;
 46. Detect and collect evidence or substances which provide a foundation of enforcement for criminal offenses, infractions, or administrative violations;
 47. Detect the presence of dangerous conditions such as smoke, unusual or excessive noise, odors, etc.;
 48. Endure verbal and mental abuse when confronted with the hostile views and opinions of the public and other individuals often encountered in an antagonistic environment.
- C. Police officers have law enforcement authority within their own jurisdiction only. Law enforcement action(s) consistent with their position as a Milford Police Officer in another jurisdiction is not authorized unless explicitly and specifically so authorized by a higher-ranking officer and performed following adequate communication and notification to the senior law enforcement officer in the other jurisdiction or unless a life-threatening situation requires instantaneous actions into another jurisdiction by the Milford Police Officer.

II. ADDITIONAL DUTIES AND RESPONSIBILITIES

- A. Perform any other duty assigned.

III. CUSTOMERS

- A. Town of Milford employees, the public.

IV. CROSS TRAINING

- A. None required.

V. SUPERVISORY RESPONSIBILITIES

- A. Supervise all Division personnel.
- B. Sustain other divisions in absence of other division commanders
- C. In the absence of the Chief of Police, accept responsibility for the Department.

VI. QUALIFICATIONS

- A. Education and/or Experience
 - 1. As determined by the Chief of Police and Town Administrator
 - a) must have held the rank of Sergeant
- B. Language Skills
 - 1. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
 - 2. Ability to write reports, business correspondence, and procedure manuals.
 - 3. Ability to present information effectively and respond to questions from groups of managers, clients, customers, and the general public.
- C. Computer Skills
 - 1. Working knowledge of word processing, database, spreadsheet, and presentation software.
- D. Mathematical Skills
 - 1. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
 - 2. Ability to apply concepts of basic algebra and geometry.
- E. Reasoning Ability
 - 1. Ability to define problems, collect data, establish facts, and draw valid conclusions.

2. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

VII. CERTIFICATES, LICENSES, REGISTRATIONS

- A. Valid NH driver's license and certification as a New Hampshire Police Officer required.

VIII. PHYSICAL DEMANDS

- A. The employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- B. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- C. The employee will frequently lift and/or move up to 25 pounds and occasionally more than 100 pounds.
- D. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

IX. WORK ENVIRONMENT

- A. The noise level varies from moderate to very loud.
- B. This position involves occasional exposure to wet or humid conditions, moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, explosives, radiation, and vibration.
- C. Outdoor weather conditions vary depending on the season.

X. DIVISION-SPECIFIC DUTIES: CAPTAIN, SUPPORT DIVISION

- A. **Reports to:** Police Chief
- B. The Captain of the Support Division is specifically responsible and accountable for the following specialized units within the Support Division of the Department:
 1. Investigation of Serious Crime;
 2. Grant Acquisition;

3. Crime Scene Photography;
4. Evidence Collection and Preservation;
5. Intelligence Gathering;
6. Covert Drug and Sex Crime Investigation;
7. Court Prosecution;
8. Professional Standards Investigation;
9. Applicant Investigation;
10. Juvenile Records Management;
11. Crime Scene Processing;
12. Child Protection, Delinquency, CHINS;
13. Evidence Storage and Retrieval.
14. School Department Liaison/ SRO Program;
15. Computer System;
16. Fleet Maintenance for Support Personnel;
17. Training;
18. Recruiting;
19. Police Dispatch;
20. Operational Guidelines research and development.

C. It is the duty and responsibility of the Support Division Captain to:

1. Report to the Police Chief all matters pertaining to the Support Division;
2. Coordinate In-Service Training Programs with the department training officer and implement same receiving detailed reports concerning activity;
3. Follow up open cases to ensure the proper administration of justice.
4. Plan, coordinate, and implement successful community relations and Crime Prevention programs in conjunction with other Divisions within the Department.

5. Prepare, implement and maintain the annual budget associated with the support division in a manner that is most efficient and productive to the municipality.

XI. DIVISION SPECIFIC DUTIES: CAPTAIN, OPERATIONS DIVISION

- A. Reports to: Police Chief
- B. The Captain of the Operations Division is specifically responsible and accountable for the following specialized units within the Operations Division of the Department:
 1. Patrol Squads;
 2. Part-time Officers;
 3. Traffic Enforcement and Reconstruction;
 4. Animal Control;
 5. Parking Enforcement;
 6. Field Training Program;
 7. Fleet Maintenance for Operations Division;
 8. Patrol Equipment;
 8. Traffic Aides;
 9. Mutual Aid Assistance;
 10. Scheduling;
 11. Operational Guidelines research and development;
 12. Traffic Control Operations;
 13. Emergency Management Operations
- C. It is the duty and responsibility of the Operations Captain to:
 1. Report to the Police Chief all matters pertaining to the Operations Division;

2. Receive reports of open, pending, and closed cases from the Operations Division for appropriate action;
3. Follow up open cases to ensure the proper administration of justice;
4. Monitor, alter, and correct patrol activities to ensure maximum safety and efficiency of all personnel within his or her command;
5. Make assignments for patrol functions detailing areas of concern and ensure that the assignments are carried out by the sergeants and patrol officers
6. Prepare, implement and maintain the annual budget associated with the operations division in a manner that is most efficient and productive to the municipality.

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Chief Fred Douglas

Approved by: _____