



TOWN OF PITTSBORO

Invites applications for the position of:

Police Captain

An Equal Opportunity Employer

HIRING SALARY	\$61,500 - \$70,110 Annually (Anticipated Hiring Range)
CLOSING DATE	February 25, 2022
POSITION TYPE	Full-Time (Monday – Friday)
DEPARTMENT	Police
SUMMARY	This position manages the operations/activities of the Uniformed Patrol, Criminal Investigations, and Community Policing Divisions in the department.

ESSENTIAL JOB FUNCTIONS

- Directs daily activities of the Uniformed Patrol Division; oversees and coordinates manpower, call management, and other overall patrol operations; facilitates communications between shifts and divisions; develops directed patrol assignments based on patterns of criminal activity in the community; oversees police response to incidents, calls, and complaints from citizens; receives police reports by telephone; oversees daily officer inspections and conducts monthly team/vehicle inspections; conducts background investigations; administers special programs.
- Directs activities of the Criminal Investigations Division; makes case assignments; discusses cases with investigator and assists staff in conducting difficult/complex investigations; develops physical/psychological method of operation (M.O.) for individuals; assists in formulating and implementing strategic operations leading to potential arrest of suspects; reviews investigations and case files and assists in determining whether cases are ready for prosecution; confers with district attorney regarding prosecution of cases.
- Directs activities of the Community Policing Division; oversees and manages the overall community policing staff and events; assists in developing and/or implementing new community policing initiatives; reviews public presentations.
- Oversees the department's training program and ensures proper training for all police department personnel; coordinates and/or conducts training activities for department personnel; schedules internal/external training activities; conducts classroom training in general law enforcement issues, firearms proficiency, pepper spray, crime scene and evidence processing, driving skills, use of police computers, department policies/procedures, and/or other activities; maintains training records; ensures taser and firearms certifications are completed for the department.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work activities; consults with assigned staff, assists with problem situations,

and provides technical expertise. Interprets, explains, and ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

- Consults with commanding officers, police officials, and other individuals to review division operations/activities, provide recommendations, resolve problems, and receive advice/direction; to gather/exchange information on orders, problems, special situations, or other areas requiring attention; relays pertinent information to assigned staff; coordinates work activities with those of other units/divisions and law enforcement agencies; performs the duties of Deputy Chief in absence of same.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of state and federal laws, local ordinances and policies of the police department and the Town, especially relating to search and seizure, traffic control, pursuit, and arrest.
- Thorough knowledge of law enforcement principles, practices, methods, and equipment.
- Thorough knowledge of the physical, economic, and social characteristics of the Town.
- Considerable knowledge of supervisory methods and skills such as motivation, communication, performance counseling and evaluation, and disciplinary procedures.
- Considerable knowledge of on the job training procedures and approaches.
- Skill in the use of conflict resolution strategies and facilitation of meetings.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Ability to function in a managerial capacity for a division or organizational unit; ability to make decisions on procedural and technical levels.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to establish and maintain effective, professional working relationships.
- Ability to act independently in carrying out specific tasks, while at the same time being able to participate in or coordinate team-oriented projects.
- Ability to lead and inspire confidence among subordinate officers.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

- Graduation from an accredited school with an Associate Degree in Criminal Justice, Criminology, Law Enforcement, or closely related field;
- Law enforcement experience that includes progressively responsible police administration, law enforcement/patrol work, criminal investigations, training, management/supervision, community policing and specialized work in area of assignment, including at least 5 years of supervisory experience;
- Or an equivalent combination of education and experience

ADDITIONAL INFORMATION

- Interested applicants must submit a completed application packet, which includes a Town of Pittsboro application, NC Criminal Justice Education and Standard Commission F-3(LE)-Personal History form and resume to be considered.
- Successful candidates will be subject to a background check and drug screening.
- Town applications are available on the Town's website at <https://pittsboronc.gov>
- Mail application packets to Chief of Police C. H. Johnson, Jr. at P.O. Box 759, Pittsboro, NC 27312 or email to sjohnson@pittsboronc.gov