

MUNICIPAL ORDER NO.____:2019

WHEREAS, upon the recommendation of Chief of Police Derrick Blevins that the position of Captain be changed to an exempt position for overtime purposes;

WHEREAS, the duties and salary of said position meet the qualification set forth by the Department of Labor to be classified as exempt for overtime purposes; and

WHEREAS, said job description must be amended to provide that said position is now exempt:

NOW THEREFORE BE IT ORDERED by the City of Morehead, Board of City Council that the revised class specification for Captain in the Police Department, a copy of which is attached hereto, is approved. Said updated class specification shall be added to the Class Specifications book retained by the City Clerk.

Adopted this _____ day of _____ 2019.

CITY OF MOREHEAD

Laura White-Brown, Mayor

ATTESTED:_____
Crissy Cunningham, City Clerk

CITY OF MOREHEAD
CLASS SPECIFICATION

Class Title: Police Captain/Assistant Police Chief

Department: Police

Supervisor: Police Chief

Supervises: Communications Office, Citation Officer, Records/Clerical; Supervises all Departmental Personnel in the Absence of the Police Chief

Class Characteristics: Under general administrative direction, assists the Police Chief in all phases of the department; may serve as commanding officer for an assigned shift; performs police duties in enforcing federal, state and local laws and ordinances; performs related duties as required.

General Duties and Responsibilities:

Essential: Assists the Police Chief in planning, organizing, directing, coordinating and evaluating the activities of the department; serves as commanding officer in the absence of the Chief. Assists in preparing and administering departmental budget. Assists in preparing grant applications and administering funded projects. Insures that accurate departmental records are prepared and maintained; assembles data and prepares periodic inspections and special reports for the department. Assists in scheduling training for departmental personnel. Serves as Shift Commander for an assigned shift, assigning employees, activities and equipment as necessary. Responds to all major calls received during shift; may take charge of the area in the absence of a superior officer. Maintains accurate time cards for all shift employees; insures that preventive maintenance is performed on all vehicles and equipment. Patrols the City on foot and in cruiser enforcing federal, state and local laws and ordinances. Issues court citations for traffic violations; appears in court as necessary. Makes arrests. Serves legal documents for the Courts. Controls traffic at school crossings, fires, accidents, parades, etc. Operates intoxilyzer equipment. Secures the scene of crimes and accidents, conducts preliminary investigations, gathers evidence, interviews witnesses, and prepares accurate reports. Performs investigative duties as necessary. Provides security for businesses and homes as requested; provides security and funeral escorts when necessary. Assists in emergency situations; may administer first-aid. Performs public relations functions. May operate radar equipment. May issue parking citations. Participates in approved law enforcement training courses. Represents the department as requested.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by four years' responsible professional law enforcement experience, including two years' experience in supervising law enforcement personnel. Must have successfully completed City of Morehead new employee probationary period (one year).

Special Knowledge, Skills and Abilities:

Knowledge: Extensive knowledge of police and departmental methods, practices and procedures. Extensive knowledge of federal, state and local laws and ordinances. Thorough knowledge of the geography of the City. Thorough knowledge of departmental equipment. Knowledge of first-aid application.

Skills: Skill in the use of firearms.

Abilities: Administrative, supervisory and analytical abilities. Ability to assign and supervise the activities of subordinates fairly and consistently. Ability to analyze situations and adopt quick, efficient and reasonable courses of action. Ability to communicate effectively, orally and in writing. Ability to prepare and supervise the preparation of written reports. Ability to establish and maintain effective working relationships with other police departments and agencies, city officers and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is checked through completed reports.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Tools, Equipment and Vehicles Used: Weapons, cruiser, radio, telephone, radar, intoxilyzer, normal office equipment.

Physical Requirements of the Job: Work involves sitting, standing, stooping, walking; must operate vehicle in emergency situations; extreme physical demands at scene of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); may be outdoors for extended periods of time, regardless of weather conditions; exposed to high places, confined spaces, noise, machinery and its moving parts, fumes, chemicals and toxic substances. Must be able to physically restrain individuals when required.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Constant.

Special Knowledge, Skills and Abilities:

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Training Requirements: Must meet all pre-employment standards as established by the Kentucky Law Enforcement Council and the Peace Officers Professional Standards Office. Must complete a Kentucky state-mandated basic training course (or hold a current K.L.E.C. certification) and required in-service training and any other training as required by K.L.E.C. or Morehead Police Department. All newly hired officers will successfully complete a three-month field training program prior to alone field assignment. (See KRS Chapter 95 for additional requirements.)

Certification Requirements: (See Training Requirements.) Possession and maintenance of Telecommunicator certificate preferred, but not required.

Availability: Must be able to respond to calls at all hours. [Personnel in this class have take-home vehicle privileges.]

Drug and Alcohol Testing Requirement: Must participate in drug and alcohol testing, including random testing, as a condition of continued employment.

Overtime Provision: ~~Non~~-Exempt.