

**DENVER POLICE DEPARTMENT**  
**CAPTAIN**  
**JOB DESCRIPTION - OCTOBER 1996**  
**REVISED NOVEMBER 27, 1996**  
**REVISED NOVEMBER 16, 1998**  
**REVISED NOVEMBER 20, 2000**  
**REVISED NOVEMBER 20, 2002**  
**REVISED NOVEMBER 5, 2005**  
**REVISED NOVEMBER 6, 2006**

General Statement of Duties: This is a position responsible for supervisory public protection, law enforcement, and criminal investigation work. A Captain in this class commands a district, bureau or a specialized police unit in the preservation of public peace, prevention of crime, detection and arrest of violators, protection of life and property, enforcement of all criminal laws in the State of Colorado and the enforcement of ordinances of the City of Denver.

Works under the direction of a Commander, Division Chief, Deputy Chief, the Police Chief, the Manager of Safety, or personnel responsible for a major police program and within regulations, established procedures and standards, and rigid training. Exercises considerable independent responsibility for assigned area consulting periodically with superior officer to discuss progress or solicit advice. Conditions of emergency, public danger, personal danger, civil disorder, and sensitive public opinion require instant decisions, tact, courtesy, and mature judgment, and the Captain is held responsible for personal judgment, and for the discipline and effective action of his/her officers.

Supervision: All Captains report to and are responsible to a Commander, Division Chief, Deputy Chief, or the Chief of Police.

A Captain has accountability and responsibility for carrying out, explaining, interpreting, coordinating and executing department policy and methods. The Captain consults periodically with a superior officer to discuss work progress or new problems that require advice. Work performed is reviewed through observation of performance, personal inspections, and a review of written reports.

A Captain is responsible for the supervision and direction of work performed by any number of lieutenants, sergeants, detectives, technicians, officers and civilians engaged in public safety and related services and activities.

On a daily basis a Captain is responsible for problem solving in areas of responsibility to include but not be limited to: personnel issues; staffing and deployment; crime trends; community concerns; special events.

A Captain may, on occasion, assume command of a District in the absence of a Commander or a Division in the absence of a Division Chief.

Interpersonal Relationships: The Captain works daily with subordinates, sworn and nonsworn, and supervisory officers in order to fulfill job responsibilities and department objectives. Also may interact on a daily basis with other city agencies, outside law enforcement agencies and the general public. The Captain exchanges routine factual information daily through one-on-one contact, by telephone and by correspondence.

Complexity: Duties required and performed by a Captain are broad in dimension and involve dealing with diverse interrelationships involving superior officers, subordinate sworn and nonsworn, outside agencies and the general public. Guidelines are specific, but allow the Captain to exercise substantial independent judgment to adapt standard practices to situations and events.

The Captain is responsible for the oversight, implementation, and enforcement of current Federal, State and local laws and codes and department policies and procedures, and collective bargaining agreement. A Captain must be able to comprehend, interpret and apply crime data information. Work in this classification can range from routine to complex in nature, with frequent serious and non-serious interruptions.

Typical Working Conditions: A Captain performs work indoors and outdoors with a majority of the work typically performed in an office setting and some work performed outdoors. Work is usually performed sitting, standing, and walking. Conditions or situations exist in which there is the possibility of danger to life, health, or bodily injury to self and/or others.

Essential Functions: The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the Civil Service.

1. Performs organizational functions to ensure appropriate and thorough action is taken.
2. Performs management functions associated with meeting unit's goals and objectives by organizing, directing, planning, and evaluating subordinate personnel.
3. Participates in the establishment, implementation and measurement of goals, objectives, operations, projects, and programs.
4. Completes and/or reviews reports and necessary documentation.
5. Assumes fiscal responsibility for certain aspects of the unit by monitoring overtime, identifying needs, and making recommendations on funding, overseeing expenditures and requisitioning supplies and equipment.
6. Conducts investigations involving citizens, suspects, or subordinates, and is accountable for recommending appropriate discipline.
7. Maintains public relations with the public and is responsible for community interaction by engaging in, leading and instructing personnel in the area of community and problem-oriented policing.

8. Drives motor vehicle under emergency and non-emergency circumstances and oversees the management of the fleet assigned to his/her command.

Examples of Duties: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.

Primary Duties Performed:

1. Actively promotes the values of the organization.
2. Analyzes information-gathering procedures and/or new means of compilation.
3. Directs staff study and presents to management personnel.
4. Computes and analyzes statistical data to determine crime trends, criminal activities, and to plan police response and allocation of resources and discusses same with Department and City personnel.
5. Analyzes uniform and investigation procedures, techniques and aids to determine their capability and coordination required to respond effectively to crime problems and makes recommendations to management.
6. Confers with bureau personnel and experts in the field to formulate planned police response to crime problems.
7. Confers with management and supervisory personnel in staff meetings and detail or sector meetings to explain new procedures for responding to crime problems.
8. Confers with staff and other unit personnel involved to consider possible deployment and alternatives.
9. Confers with officials from other Departmental units to determine case jurisdiction, responsibility and future needed changes.
10. Plans, trains, schedules and directs the police activities within an assignment.
11. Confers with personnel to analyze and provide answers or guidelines for a variety of operational problems and to explain or discuss policies, procedures, directives, labor agreement, criminal and civil law, and court procedures and decisions.
12. Analyzes information from a variety of sources to ensure efficient and effective working relations.
13. Upon becoming aware of personnel or procedural issues, takes appropriate steps to resolve the issues in a timely manner.
14. Establishes and maintains intra/department liaison, cooperation and feedback.
15. Periodically attends District/Bureau roll calls to inspect personnel, disseminate information, answer questions and receive feedback to pass on to superiors.
16. Insures confidentiality of job-related information.
17. Insures adherence to all rules, regulations, procedures and orders of the Operations Manual and higher authority.
18. Develops and implements programs in order to achieve specific goals and objectives.
19. Analyzes activities and available statistics or related materials to determine service needs.
20. Initiates Problem Solving Projects (PSP) to reduce high volume calls to specific locations for service or crime problems.
21. Discusses activities and specific police mission requirements with community, personnel and subordinates.
22. Analyzes criminal data to determine its relevancy, accuracy and validity to develop projections of criminal activity, methods of operation and identification.
23. Recognizes the need to create, modify and implement operational plans.

24. Analyzes service needs and resources to determine objectives for the attainment of the police mission.
25. Confers with personnel to gather their opinions on existing or proposed policies or procedures and need for new policies or procedures.
26. Prepares and reviews performance evaluations.
27. Responds to complaints in writing.
28. Summarizes information for assignments and forwards recommendations to superior officers in oral or written form.
29. Drafts correspondence for the signature of superiors.
30. Writes special reports as required.
31. Reviews citizen complaints and determines at what level, according to Department guidelines, investigations are conducted.
32. Receives and reviews responses to confidential reports from involved personnel's superior officers, may return for additional information or initiate internal investigation.
33. Responds to current problem areas to assess various relevant factors.
34. Reviews use of force complaints against subordinates; determines recommendations and forwards to appropriate personnel.
35. Initiates preliminary investigations of subordinates and may forward package to Commander/Division Chief or request further investigation from Internal Affairs Bureau.
36. Conducts difficult or sensitive investigations of complaints against immediate subordinates or other subordinates.
37. Interviews subordinates and complainants concerning complaints and notifies parties of final disposition.
38. Makes appropriate recommendations to the Commander/Division Chief regarding discipline.
39. Prepares and/or presents recommendations on staffing, facility, equipment and/or budgetary needs.
40. Attends meetings with citizens' groups concerning crime-related activities and provides police service feedback and proper representation of the Department.
41. Develops and maintains relationships with elected officials and community leaders.
42. Conducts presentations before community groups and professional organizations.
43. Maintains confidentiality of job-related information.
44. Communicates effectively with people from a variety of backgrounds.
45. Attends meetings to gather information that would be of assistance to Bureau/District personnel.
46. Makes arrests and uses force, if necessary, of persons in illegal activity, in accordance with the laws of the State and City ordinances.
47. Performs all essential functions of a police officer at all times.
48. Actively promotes the values of the organization.
49. Analyzes projected personnel growth and allocation and other projected data to determine training needs and strategy.

Secondary Duties Performed:

1. Confers with high level law enforcement officials and other contacts made through professional experiences.

2. Reviews overtime report sheets and Bureau or District attendance records which includes work days, sick leave, vacation, overtime and secondary employment worked.
3. Reviews data available on informational systems to determine applicability to unit use.
4. Confers with Department personnel and information system representative to discuss and make recommendations regarding available and projected systems for their Bureau/District.
5. Reviews reports and correspondence submitted by personnel to ensure accuracy, completeness and compliance with unit policy, and to maintain awareness of subordinate activities.
6. Confers with subordinates regarding the effective and efficient use of resources.
7. Reviews documents, various orders, bulletins and notices to interpret their content and application to the unit, requesting clarification from superiors or peers if necessary.
8. Confers with superiors to discuss police response and develop alternate response procedures.
9. Instructs subordinates in the means to achieve improved or proper task performance, using real or hypothetical task problems.
10. Researches literature related to the development, implementation and measurement of Departmental goals or objectives.
11. Meets with staff and community to exchange information and present recommendations for the identification or modification of Departmental goals.
12. Reviews Departmental policies, rules, procedures, directives, labor agreement, criminal and civil law, and decisions to retain a familiarity with them and their interpretation and application so as to provide a resource to and insuring conformity by personnel.
13. Prepares written memoranda regarding staff recommendations to be presented to superiors.
14. Confers with subordinates to direct research and survey activity on goals and objectives.
15. Reports the facts and computations supporting resource needs for inclusion in Departmental budget.
16. Researches existing policies and procedures to identify areas outdated by changes in the law, organizational goals or objectives.
17. Improves knowledge, skills and job performance by studying current relevant literature, attending training or academic sessions and by holding discussions with superiors and co-workers.
18. Attends meetings to gather data and exchange information which would be of assistance to Departmental personnel.
19. Critiques personnel performance and identifies areas in need of improvement.
20. Confers with parties outside the fields of law enforcement to obtain a broader perspective.
21. Reads and reviews Department policies and directives to retain a current knowledge of Department objectives, policies, procedures and their application.
22. Identifies training needs of subordinates by reviewing operations, activities and programs, police reports, testimony and statistics, policies, procedures, goals and objectives, research studies, periodicals, texts, personnel complaints and performance evaluations and by observing work activities.
23. Discusses training needs, program requirements, objectives and methodology with personnel, professional advisors, co-workers and superiors.
24. Analyzes police reports, subordinate performance, case preparations, statistics, public and police complaints or other related sources to note the effect, if any, of in-service or other training provided with the intent of producing qualitative or quantitative change.
25. Requisitions supplies as necessary.

26. Receives and reviews special equipment requests from subordinates, approves or disapproves, and forwards to superior.
27. Receives and reviews reimbursement requests; approves or disapproves petty cash expenditures and maintains inventory control.
28. Answers requests for information.

#### Knowledges, Skills and Abilities - Police Captain

Knowledge of rules of evidence, search and seizure laws.

Knowledge of pertinent criminal law (includes penal code and code of criminal procedure).

Knowledge of pertinent civil law.

Knowledge of traffic laws.

Knowledge of rules of evidence and fact gathering procedures/processes.

Knowledge of court procedures (e.g., case development, presentation, testifying, etc.).

Knowledge of training concepts/issues/needs.

Knowledge of how to supervise sworn and non-sworn personnel.

Knowledge of administrative SOP relevant to Captain.

Knowledge of basic management of sworn and non-sworn personnel.

Knowledge of search operations.

Knowledge of investigation and identification techniques.

Knowledge of radio/communication procedures.

Knowledge of interview/interrogation procedures.

Knowledge of how to control crowds, per departmental policy.

Knowledge of departmental procedures and rules and regulations.

Knowledge of relevant city ordinances.

Knowledge of English grammar, composition, usage and punctuation.

Knowledge of how to identify and utilize internal and external resources.

Knowledge of human resources within department.

Knowledge of what is required in a proper report.

Knowledge of laws of arrest.

Knowledge of arrest processing procedures and requirements.

Knowledge of police organization and staffing.

Knowledge of modern police methods and procedures, including the Department accepted method of problem solving.

Knowledge of city/department grievance procedures.

Knowledge of staffing needs in terms of minimum staffing levels, specific job requirements, etc.

Knowledge of apprehension and arrest techniques.

Knowledge of relevant Colorado Revised Statutes.

Knowledge of officers' (supervisory and non-supervisory) scope of responsibility.

Knowledge of constitutional law.

Knowledge of disciplinary procedures.

Knowledge of scope of authority.

Knowledge of formal and informal Department organizational structure.

Knowledge of Field Report/Incident Report procedures, e.g., after action, use of force.

Knowledge of the police records system (e.g., public information, criminal prosecution, etc.).

Knowledge of provisions of current collective bargaining agreement.

Knowledge of proper operational planning.

Knowledge of the department's current strategic plan including the goals, objectives and performance measures.

Ability to communicate orally.

Ability to communicate in writing and make complete and accurate reports.

Ability to make basic arithmetical calculations (add, subtract, multiply and divide, whole and fractional numbers).

Ability to work under pressure or stress.

Ability to organize programs, reports, etc.

Ability to plan programs, deployment, etc.

Ability to analyze and evaluate.

Ability to maintain good order and discipline.

Ability to counsel subordinates.

Ability to supervise and guide individuals or a group of individuals.

Ability to correctly delegate responsibilities and duties.

Ability to make and maintain a decision during stress.

Ability to handle conflicts among subordinates.

Ability to recognize individual needs and differences.

Ability to withstand criticism.

Ability to display initiative.

Ability to promote and maintain effective public and community relations.

Ability to use diplomacy and tactfulness.

Ability to use impartiality and objectivity.

Ability to identify potential problems before they become problems.

Ability to know what to pass on to superior officers.

Ability to evaluate the credibility of a citizen complaint.

Ability to interpret written information.

Ability to follow directions.

Ability to be flexible and to accept new ideas and ways of doing things.

Ability to react effectively during non-routine situations.

Ability to recognize individual strengths and weaknesses.

Ability to make sound decisions quickly based on the facts presented.

Ability to gain cooperation and compliance from subordinates.

Ability to favorably influence the activities of others.

Ability to take command in dangerous situations.

Ability to lead by example.

Ability to set priorities and initiate action.

Ability to recognize when discipline should be handled at the next level.

Ability to assist in planning, organizing, and directing management functions.

Ability to coordinate activity at a crime scene or serious accident.

Ability to develop alternate solutions to problems.

Ability to display tact and diplomacy in dealing with others.

Ability to display patience.

Ability to display sensitivity to the feelings of others.

Ability to show persistence.

Ability to evaluate training needs.

Ability to evaluate budgetary needs.

Ability to obtain needed resources, as appropriate.

Ability to recognize limits of legal action that can be taken.  
Ability to delegate work effectively.  
Ability to work independently.  
Ability to identify problems, gather and determine facts, integrate information, draw inferences and make recommendations.  
Ability to interpret Department policies and procedures.  
Ability to maintain objectivity in group situations.  
Ability to delegate responsibility and authority commensurate with tasks assigned.  
Ability to monitor and evaluate program, project or unit effectiveness and efficiency.  
Ability to manage time effectively.  
Ability to motivate employees.  
Ability to maintain a balance between employee concerns and management requirements.  
Ability to handle employee complaints.  
Ability to display listening skills.  
Ability to display sensitivity to the feelings of others.  
Ability to recognize community needs and concerns.  
Skill of promoting the vision and values of the organization.  
Skill in understanding/interpreting relationships.  
Skill in analyzing and reviewing reports.  
Skill in utilizing personnel effectively.  
Skill in identifying facts in a situation.  
Skill in soliciting information and suggestions from subordinates.  
Skill in counseling subordinates.  
Skill in program development, methods and procedures.  
Skill in using a variety of firearms.  
Interpersonal skills.  
Presentation skills.  
Reasoning and judgment skills.  
Computer skills including familiarity with departmental approved software programs and record management systems.

## **Minimum Qualifications**

Physical Requirements: A Captain must be able to perform the essential physical functions of an entry-level police officer as determined by Morris & McDaniel, Inc. These requirements went into effect June, 2000.

Subdue and arrest a resisting/attacking individual.  
Encounter opposition during an arrest or in an emergency.  
Encounter an armed confrontation with a suspect.  
Recover weapon from suspect.  
Perform an evasive maneuver to recover a weapon from suspect.  
Drag injured person.  
Force entry into buildings.  
Walk up and down flights of stairs.  
Jump down from elevated surfaces.  
Crawl in confined areas (e.g., attics).  
Climb through small openings (e.g., windows).  
Pull self through openings.  
Jump over obstacles such as fences, shrubs, ditches.  
Sit or stand for long periods of time.  
Walk for long periods of time.  
Run fast for a short period of time to apprehend a suspect.  
Run to person requiring emergency assistance.  
Run a distance of under 50 yards.  
Run a distance of over 50 yards.  
Run about one mile.  
Climb over obstacles lower than six feet.  
Drag an unconscious person unassisted.  
Clean weapons.  
Maintain target practice skills.  
Inspect weapons.  
Pull self up over obstacles.  
Lift or pick up injured person.

## **Experience/Education Requirements**

Minimum Education Requirement: Graduation from high school or possession of a GED certificate as required by Civil Service Rules and Regulations.

Minimum Experience Requirement:

As required by Civil Service Rules and Regulations.

Necessary Special Requirement:

As required by Civil Service Rules and Regulations.

**Typical Career Path for Police Captain**

POLICE OFFICER  
DETECTIVE, TECHNICIAN  
SERGEANT  
LIEUTENANT  
CAPTAIN