

## **Police Major - 4280**

### **Primary Reason Why Classification Exists**

To perform supervisory and managerial law enforcement work overseeing the operational and administrative areas of the City's police department

### **Distinguishing Features of the Class**

An employee in this class serves as the second-in-command of the police department with responsibility for general supervision of exempt and nonexempt law enforcement officers and civilians in their respective bureaus. Emphasis of the work is on serving as a command officer and management of multiple bureaus and divisions of the department. Work is performed under the general supervision of the Police Chief and is evaluated for effectiveness, visibility, management results, and leadership skills. Work is reviewed by observation and review of written reports.

### **Illustrative Examples of Work**

- Plans, directs, and supervises the work of their respective bureaus
- Assists police chief in the overall operations of the department and with operational problems
- Assumes the responsibilities of police chief in his absence
- Inspects equipment and personnel for adherence to departmental policies and procedures
- Assists with preparation of the budget and monitors spending throughout the budget cycle
- Evaluates and analyzes specific problems within the division and makes recommendations to the police chief for resolution
- Confers with subordinates regarding administrative and operational matters to promote efficiency and maintenance of discipline within the department
- Maintains effective working relationships with local, state and federal law enforcement agencies as well as with the courts and district attorney personnel
- Promotes image of the police department with the community by maintaining daily contact with various groups and individuals through public speaking and attending meetings

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of departmental policies, procedures, and applicable federal, state, and local laws pertaining to police work
- Thorough knowledge of modern law enforcement principles, practices, and procedures
- Thorough knowledge of practices, materials, techniques, and equipment pertinent to job assignment
- Ability to manage and supervise personnel and operations of a division of the police department
- Ability to develop a positive public image and act with tact, firmness, sound judgment, and a positive attitude
- Ability to provide instruction and guidance to supervising officers within the division
- Ability to act quickly and properly in emergency situations
- Ability to establish and maintain effective working relationships with superiors, subordinates, and the general public

- Skill in the use of firearms and other authorized law enforcement equipment

### **Physical Requirements**

Work in this classification is primary administrative and management, but the physical and mental requirements are the same as that of a Police Officer. Physical requirements is defined as medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Vocal communication is required to express or exchange ideas or other information between individuals or groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings. Employee must be able to demonstrate continued physical fitness to withstand the rigors of law enforcement officer and potential physical confrontation with assailants and/or foot chases for apprehensions. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others.

### **Working Conditions**

Employee is exposed to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level. Work place conditions include operating vehicles for extended periods of time, working varied hours and shifts, and confronting violent persons many of whom have criminal records with little to no respect for law enforcement or who may be a threat to themselves or others. Work requires application of safety precautions and wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and bodily harm

### **Education**

Graduation from high school or GED equivalency including advanced courses and seminars in police work; preferably completion of an Associate's or Bachelor's degree in criminal justice, criminology, or related field

### **Experience**

Considerable experience (5 - 8 years) of a progressively responsible position in law enforcement with at least 2 - 3 years in a supervisory capacity at the level of a Police Captain; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities

### **Special Requirements**

- Valid North Carolina driver's license
- Certified at the Intermediate Level Law Enforcement Certificate awarded by the North Carolina Criminal Justice Education & Training Standards Commission as well as the law enforcement instructor certification

- Employee must be able to demonstrate continued physical fitness to withstand the rigors of law enforcement officer and potential physical confrontation with assailants and/or foot chases for apprehensions

**FLSA Status:** Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight)

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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