

POLICE CAPTAIN

The City of Carlsbad is accepting applications for the position of Police Captain. The Police Captain will provide oversight for all police department patrol, community service and special operations. Evaluate subordinate supervisor's performance. Administer and investigate disciplinary actions. Review and suggest appropriate changes to agency policies, procedures and rules and regulations. Assist in budget preparation and make budget recommendations. Prepare monthly divisional reports for review by the Chief of Police. Engage in public speaking performances, media releases and community events as required in relation to department sanctioned activities. Perform the duties of uniformed police officer as required. Serve as Chief of Police in the Chief's and Deputy Chief's absence.

Perform essential functions of a Police Lieutenant and Police Sergeant as needed.

Supervise assigned personnel and operations on patrol to ensure goals and objectives of department are met. Provide direction and leadership. Review scheduling assignments; oversee completion of payroll entries; attend roll call; prepare and review performance evaluation ratings; and recommend appropriate disciplinary actions as required. Review, understand, and communicate standard operating procedures and City policies. Identify shift problem areas and provide viable solutions. Monitor police radio, Computer Aided Dispatch system, and shift activity reports. Receive, assign and/or investigate citizen complaints. Take command of critical incidents. Serve as Acting Chief in the Police Chief and Deputy Chief's absence.

Monitor performance and counsel subordinates to ensure compliance with procedures. Provide opportunities to make decisions and discuss consequences of decisions. Identify strengths and weaknesses. Recommend training.

Observe and evaluate subordinate supervisors' performance. Act as reviewer for evaluations completed by subordinate supervisors. Counsel subordinates when appropriate. Correct performance deficiencies through counseling or remedial training.

Function as a member of the agency's command staff providing input, suggestions, and recommendations. Attend appropriate staff meetings. Meet with citizens groups as required. Serve on designated task forces. Prepare staff studies. Make and forward recommendations.

Investigate and administer disciplinary actions, including formal and informal discipline. Ensure on-the-spot corrections of policy/procedure violations. Conduct full investigations of serious breaches of procedure. Recommend penalties. Counsel subordinates to ensure compliance with policies and procedures.

Review and suggest appropriate changes to agency procedures, rules, and regulations while enforcing compliance. Critically analyze operating procedures on a frequent basis. Suggest appropriate changes to current policies and procedures based upon observation and evaluation.

Manage and coordinate wide-ranging responses to major incidents/investigations in the absence of or until the arrival of Police Chief.

Monitor and review crime and traffic accident trends. Deploy subordinates to interdict negative crime/accident trends and to promote positive trends. Responsible for creating and maintaining a shift deployment plan. Respond appropriately for requests for service from citizens.

Make budget recommendations and participate in, and enforce, operational economy processes. Conduct appropriate staff studies. Research issues and make recommendations. Make valid budgetary and efficient fiscal change recommendations including monitoring of overtime use, training time, gasoline consumptions, etc. Serve on various task forces.

Review citizens' complaint investigations and supply written endorsement. Assign complaint investigations and monitor progress to ensure completion and thoroughness. Discuss cases with investigators.

Effectively address citizen inquiries and direct them to available resources.

Perform secondary duties, such as training officer, Department Equipment Manager, SWAT Team Leader, or other critical duties.

Supervise the work of uniformed police officers on assigned shift. Conduct rollcall briefing. Accompany officers on calls to maintain discipline and ensure rules and regulations are followed. Remain available to provide guidance as required to ensure department goals and objectives are attained. Review officers work output. Correct deficiencies in performance as these occur. Assist subordinates in conducting criminal investigations. Assume command of major incident scenes and summons other resources as required.

Assign uniformed police officers to work in various deployments and assignments. Act on and approve/disapprove vacation and sick leave requests. Audit officers use of sick leave. Assign officers to training classes. Establish work schedules according to vacation and training schedules.

Observe and evaluate the work of subordinate uniformed police officers. Maintain records of performance to determine training needs and overall performance for merit raise purposes. Prepare performance evaluations documenting strengths and deficiencies. Identify areas in need of improvement. Review reports prepared by subordinate officers and make suggestions for corrections. Audit safety activities and communicate findings to subordinate officers.

Exercise fiscal responsibility. Review use of resources to ensure waste is kept to a minimum. Monitor overtime expenditures. Inspect equipment for damage or abuse. Audit expenditures. Recommend purchase and replacement of equipment. Recommend budget item appropriation and expenditure, and new programs.

Maintain discipline and instill positive attitudes among subordinates. Provide guidance and reinforce behaviors. Administer and document

discipline. Audit performance after discipline. Maintain disciplinary records for evaluations.

Maintain positive relations with the community.

Direct development of department goals, policies, and objectives, and provides staff leadership on policy planning for City law enforcement activities.

Respond to public inquiries and at direction from Mayor and City Council pertaining to any area of public safety.

Direct administration of all federal and state mandated policies such as FLSA, ADA, Civil Service, EEOC, and Affirmative Action as may relate to Police Department. Read and comprehend city, state, and federal regulations.

Participate as a member of City's management team and of national, regional, state, county, and local committees relating to law enforcement issues.

Discipline subordinate employees up to and including termination pursuant to City of Carlsbad Policy and Procedure, Carlsbad Police Department Policy and Procedure, New Mexico State Administrative Code and New Mexico State Statute. Fairly apply administrative and standard operating procedures to disciplinary actions.

Coordinate public safety functions with personnel from the City and from other public safety agencies.

Coordinate law enforcement activities with other departments and agencies.

Meet with citizen groups, clubs, and citizens to discuss police-related matters as appropriate.

Analyze complex problems and recommend possible solutions. Make critical decisions under high stress situations.

Keep confidential information confidential.

Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

Perform other work which is consistent with the essential functions of the job.

Perform other duties as assigned.

Qualifications: High school diploma or equivalent required. Must be a U.S. citizen. No felony or serious misdemeanor convictions. Must

possess a valid driver's license and maintain an insurable driving record. Must reside within 45 minutes of the Carlsbad Police Department Main Station. Must meet all of the entrance and certification requirements to obtain law enforcement certification from the New Mexico Law Enforcement Academy. Possession and maintenance of a New Mexico state certification as a law enforcement officer as prescribed by New Mexico state statutes through graduation of New Mexico Law Enforcement Academy. Current New Mexico law enforcement certification in good standing is preferred. College level course work in Criminal Justice, Law, Public or Business Administration, Social Studies, or related field preferred. Bachelor's Degree preferred.

Executive Police Level Leadership training preferred to include completion of the following: FBI National Academy, Northwestern School of Police Staff and Command, Leadership in Police Organizations (LPO), Supervisor Leadership Institute or Command Leadership Institute, Law Enforcement Supervisors Leadership Training Program, Southern Police Institute or the National Sheriff's Association Leadership Programs. If not completed then have the willingness and initiative to potentially attend if requested to do so.

Ten (10) consecutive years of experience as a certified Police Officer. Four (4) consecutive years as a Police Sergeant and/or Police Lieutenant OR an equivalent combination of training and experience which provides desirable knowledge, abilities, and skills. (Breaks in service of no more than ninety (90) days shall be considered *de minimis* and shall not be considered in calculating the consecutive years.)

Must have an excellent work history to include dependability and stability.

In addition to an excellent benefit package, starting annual base rate will be \$95,832.67 - \$104,457.61 DOQ. Additional pay increase available for applicants with advanced educational degree.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to hr@cityofcarlsbadnm.com. Applicants must include: a City of Carlsbad Police Department application filled out completely and a current resume. Resumes/applications must be received or be postmarked no later than March 31, 2024.

EOE M/F/V/D