



**City of Coeur d'Alene
IDAHO**

Police Captain



Hiring Range

\$82,596— \$108,264, DOE

Plus Excellent Benefit Package



The City of Coeur d'Alene is currently recruiting for a Police Captain. We invite you to review the position details included in this announcement.

Apply by August 25, 2017

Please visit www.cdaid.org to review the complete job announcement and application information.



THE COMMUNITY

The City of Coeur d'Alene, Idaho, has a population of approximately 51,005 and is located in the Northern Idaho Panhandle. Coeur d'Alene offers a true, four-season climate and is a resort city on the northern shore of scenic Lake Coeur d'Alene.

In addition to the natural beauty and waterfront beaches and trails of the City, there are several lakes within 50 miles providing beaches for swimming and boat ramps for water access. Outdoor enthusiasts will enjoy the nearby local, state and federal parks for camping and hiking, numerous golf courses and five major winter-ski areas which are all within 60 miles. Spokane, Washington, which is 33 miles west of Coeur d'Alene, offers additional cultural amenities such as a symphony orchestra, Broadway productions, international airport, award-winning wineries and live theater.

The Police Captain Plans organizes, directs and supervises assigned operational activities of a major division of the Police Department. The Police Captain may be assigned to manage any major division of the Police Department and be required to fulfill the leadership responsibilities of that division. In the absence of the Police Chief, the Police Captain may assume full responsibility for department operations.

THE CITY GOVERNMENT

The City of Coeur d'Alene covers almost 16 square miles and is a full-service City governed under the Mayor/Council form of government. The City Council consists of the Mayor and six (6) Councilmembers, elected by seat, for four-year, overlapping terms. The City employs 399 full-time employees (116 police employees) and has an overall budget of approximately \$89 million for FY 2017-2018. The City Administrator provides leadership, policy guidance to department heads and carries out the vision, strategic plan and goals of the Mayor and City Council. Staff also supports 20 citizen advisory



boards and commissions recommending policy to the elected officials.

QUALIFICATIONS

- Completion of a Bachelor's degree from an accredited college or university with a major course of study in public or business administration, police science or related field or an Intermediate POST Certificate;
- Eight (8) years of broad experience in various aspects of municipal police work, must have at least two years experience at the rank of Police Lieutenant in at least an equivalent sized agency as the Coeur d'Alene Police Department;
- Must be currently POST certified;
- Any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work.

WAGES, BENEFITS AND CLASSIFICATION

Current annual hiring range salary is \$82,596—\$108,264, placement within this range will depend on experience. Placement for internal applicants will be as provided by the Personnel Rules. The City offers an excellent benefit package (summary of benefits available on website, www.cdavid.org). Membership in the Public Employees Retirement System of Idaho (PERSI) is required. This position is classified as "exempt" by the Fair Labor Standards Act (FLSA).

MEDICAL TESTING

A thorough medical examination, polygraph and a psychological evaluation completed prior to appointment. A successful completion of drug testing is a condition of appointment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Police Department organization, mission, objectives, policies, procedures and operations;
- Local, State and Federal laws as applicable to community law enforcement;
- Specialized law enforcement activities such as investigations, patrol, records, administrative services, community programs and other special operations;
- Principles and practices of organization and personnel management;
- Budget preparation and administration;
- Departmental rules, regulations, policies and procedures, criminal law with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies;
- Principles and practices of supervision and management;
- Interviewing and interrogation skills;
- Internal affairs experience;
- Crime scene investigation involving both adult and juvenile offenders and victims;
- Officer safety skills including hand-cuffing, handgun operations, etc.;
- Public relations and media techniques and procedures;
- Personal computers and related software.

Ability to:

- Manage and direct a division of the Police Department and work closely with police officers association;
- Plan, assign, supervise and review the work of police officers and other assigned staff;
- Direct the enforcement of State and local laws and ordinances;

- Assure compliance with Police Department rules, regulations, standards and policies;
- Coordinate and integrate diverse functions of an assigned division;
- Prepare and administer a division budget;
- Analyze operational effectiveness and recommend improvements;
- Read, interpret, apply and explain codes, rules regulations, policies and procedures;
- Act as a department spokesperson;
- Provide clear direction to others;
- Develop positive relationships with the public, private services, schools, government, and other law enforcement agencies;
- Recommend improvements in departmental operation and in the rules, regulations, and policies governing the Department;
- Gather, assemble, analyze, evaluate, and use facts and evidence;
- Analyze situations and adopt effective courses of action;
- Deal effectively with simultaneous activities;
- Think and act quickly in emergencies;
- Judge situations and people accurately;
- Maintain a professional demeanor during stressful situations;
- Communicate clearly and concisely, orally and in writing;
- Prepare accurate and grammatically correct written reports;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Uphold the Law Enforcement Code of Ethics at all times;



- Respond to citizen requests in a courteous and effective manner;
- Learn new aspects of police work depending on specialty assignment areas;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

EXAMPLES OF WORK, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs, supervises and coordinates the activities of sworn and non-sworn personnel in protecting life and property and in enforcing laws and municipal ordinances as the head of a Division;
- Formulates and implements rules, procedures and policies for a Division;
- Monitors, reviews and inspects operational activities to assure an efficient and effective functioning police department; designs procedures, programs and activities to achieve departmental goals and objectives within budgeted funds and available personnel;
- Reviews and analyzes existing practices and methods to recommend improvements and changes as needed;
- Manages the activities of subordinate personnel by planning and organizing workloads and assignments and conducting performance evaluations;
- Researches and develops plans to improve police services, determine optimal utilization of personnel and resources and develop programs to meet the future needs of the department based on the changing needs of the community, technology and new or revised laws and regulations;
- Prepares and administers a Police Department Division budget;
- Confers with citizens and City officials on law enforcement concerns and assists in the identification of service needs and priorities;
- Advises the Police Chief regarding the activities and needs of the Department;
- Prepares and presents a variety of reports to the Police Chief and others as appropriate;
- Selects, supervises, training and evaluates assigned staff;
- Reviews and conducts employee performance evaluations and takes appropriate action as necessary;
- Serves as Acting Police Chief as assigned;
- Participates with the Police Chief in assessing and evaluating the Police Department needs and problems within the City of Coeur d'Alene;
- Holds supervisor's meetings to discuss within the chain of command recent incidents, trends, personnel issues, resource needs, and/or specific cases to promote a clear understanding of the issues within all ranks of the Police Division;
- Provides Lieutenants with information to discuss in daily roll calls;
- Remains on call at all times in case an emergency situation requires a high level of the chain of command;
- Encourages Police Officers to conduct official Police business with a demeanor and professionalism which promotes a feeling of cooperation between the Police Department and the public;
- Performs activities of public relations through speaking with citizens, responding to their needs as possible and explaining through actions and words the goals and purposes of the Police Department;
- Personally conducts and directs major field activities;
- Prepares news releases and responds to requests for information from the press;
- Maintains time records and authorizes absences for assigned staff;
- Supervises and reviews the work of subordinate law enforcement activities dealing with crimes against persons, crimes against property, narcotics, vice and training and grants or special assignments;
- Reads and reviews crime reports, officer reports and work methods; evaluates case handling and results to ensure methods and procedures comply with departmental standards;
- Works closely with police officers association;
- Performs internal investigations as necessary;

- May investigate allegations of subordinate misconduct, or failure to properly follow rules, regulations or procedures; recommends remedial action as appropriate;
- Coordinates investigations involving several officers;
- Reviews reports of arrests made, activities performed, and unusual incidents observed;
- Directs or conducts investigations of complaints against personnel;
- Assists officers in preparing reports in cases for criminal prosecution;
- Testifies and presents evidence in court;
- Responds to difficult citizen complaints and requests for information;
- Reviews all work duties and activities in accordance with City policies, procedures and safety practices;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Other Duties and Responsibilities

- Works on or assists in assigned special details not related to specific assigned case load;
- Develops and maintains good relationships with informants and contacts which may be helpful in criminal investigations
- Contacts and cooperates with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses;
- Assists in the performance of special investigative and crime prevention duties;
- Implements departmental training programs;
- Develops and conducts specialized crime prevention programs;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Performs other related duties as required.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, interrogate and interview people and carry on telephone and radio communication.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform surveillance, listen for noises that may require investigation, sight and shoot a firearm, gather evidence at crime scenes, and coordinate and conduct detailed investigations.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, direct traffic, write reports, utilize varied equipment simultaneously and operate a vehicle.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to direct traffic, bend or stoop repeatedly, lift at least eight pounds, maneuver through rough, uneven, slippery or rocky surfaces and perform search activities for extended periods of time.

APPLICATION PROCEDURE

Applicants meeting the qualification requirements are invited to submit the following:

- **City of Coeur d'Alene Employment Application (available online www.cdaid.org); and**
- **Completed answers to 4 Supplemental Questions included with employment application; and**
- **Cover letter and resume.**

Send completed application information to the Human Resources Department, 710 E. Mullan, Coeur d'Alene, ID 83814. **Application deadline is August 25, 2017 at 5:00 p.m.** Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

The City of Coeur d'Alene is an Equal Opportunity/Veteran's Preference Employer.