

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



**POSITION TITLE** Police Captain (3 Positions)  
**DEPARTMENT** Police Department  
**PERIOD TO APPLY:** 3/16/2018-4/16/2018  
**SUPERVISOR:** Deputy Chief

**SALARY RANGE:** \$34,522-59,161 (Q)  
**FLSA/UNION STATUS:** Exempt/Nonunion  
**POSITION STATUS:** Exempt/Full-Time  
**LOCATION:** Operations

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## GENERAL DESCRIPTION

The Police Captain performs administrative and supervisory duties in directing the activities of the Patrol Division, the Professional Standards Division, or Criminal Investigations Division as assigned.

## SUPERVISION RECEIVED

Works under the general guidance and direction of the Police Chief or his/her designee.

## SUPERVISION EXERCISED

Provides close to general supervision to Police Lieutenants, Police Sergeants, Police Officers, Police Cadets, and civilian staff.

## NATURE OF WORK

**ESSENTIAL FUNCTIONS:** *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Directs the operations of a Patrol District, Criminal Investigations Division, or the Professional Standards Division, as assigned.

Coordinates with supervisory officers in the interpretation and execution of Department policies and procedures, and in the development of work programs and special assignments.

Confers with and advises subordinate personnel on special problems and assignments; investigates and responds to complaints against subordinates; supervises and evaluates the performance of sworn and civilian subordinate personnel, and reviews evaluations of other subordinates.

Continually reviews records and reports to identify areas of needed improvement; participates in Department management conferences.

Assists in budget preparation; prepares reports; coordinates and conducts inspections and evaluations of police personnel and equipment.

Assists in hiring and training of new employees.

Reviews plans for special City functions; ensures proper police coverage.

May serve as Deputy Chief of Police in his/her absence.

## MINIMUM QUALIFICATIONS

## EDUCATION AND EXPERIENCE

## INTERNAL APPLICANTS

High School diploma and three (3) years of service with the Santa Fe Police Department at the rank of Lieutenant;

OR

Possess at least 60 college credit hours from an accredited college or university and seven (7) years of service with the Santa Fe Police Department;

OR

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Possess at least five (5) years of documented/verifiable experience as a supervisor/manager and seven (7) years of service with the Santa Fe Police Department.

## **EXTERNAL APPLICANTS**

Must be at least 21 years of age;

**AND**

Must possess at least 60 college credit hours from an accredited college or university;

**AND**

Must have a record clear of felony convictions or crimes involving moral turpitude;

**AND**

Must possess at least ten (10) years of experience as a supervisor/manager, that is equivalent or above in rank to a police lieutenant with a local, county, state, or federal law enforcement agency (up to two additional years of supervisory/managerial experience may be substituted for college credit hours earned from an accredited college or university at a rate of 30 credit hours per year. Whole years only, no partial years will be considered); **and**

Must be a United States citizen and establish New Mexico residence within six (6) months of hire date;

**AND**

Must successfully pass the following:

- A polygraph examination;
- A background investigation;
- A psychological examination as to whether the candidate is free of any mental or emotional condition which might adversely affect performance;
- A complete medical examination; and
- A drug screening test.

## **ADDITIONAL REQUIREMENTS**

Must possess a current certification by the NM Law Enforcement Academy or be able to meet the requirements and qualify for a Certification by Waiver class through the New Mexico Department of Public Safety.

Must have a good driving record and possess a valid Class D New Mexico driver's license.

Requires CPR/First Aid certification.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge** of department rules, regulations, policies and procedures; federal and state statutes and municipal ordinances as related to police work; geography of Santa Fe; resources available for disaster and other emergencies. Substantial knowledge of principles of management and police administration; and supervisory and training techniques.

**Considerable skill** in effective oral and written communication.

**Ability** to operate police vehicles, firearms, specialized police equipment; office equipment, including desktop and notebook computers and office productivity software; supervise and train subordinates; and, establish effective working relationships with fellow employees and the public. Demonstrated competence in writing and evaluating reports, analysis of emergency situations and in taking appropriate, reasonable course of actions with due regard to surrounding hazards and circumstances.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

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Work is performed inside and outside, sometimes in inclement weather conditions. May be subject but not limited to cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. May require arduous physical exertion under vigorous and unusual conditions. Irregular work hours, nights, weekends, holidays, and on-call duty required.

## ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**