



**Code: 9175**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: CAPTAIN**

### **CHARACTERISTICS OF THE CLASS**

The Captain classification works to accomplish the department's mission to serve the community and protect lives, rights, and property of all people of Chicago.

Under direction, has responsibility for an essential unit within an operation, or serves as second-in-command within a district.

### **ESSENTIAL DUTIES**

- Sanctity of Human Life. The Department's highest priority is the sanctity of human life. The concept of the sanctity of human life is the belief that all human beings are to be perceived and treated as persons of inherent worth and dignity, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, immigration status, homeless status, source of income, credit history, criminal record, criminal history, or incarceration status. Department members will act with the foremost regard for the preservation of human life and the safety of all persons involved
- Supports the Commander in promoting community relations as Executive Officer in a district, ensuring all officers and civilian staff demonstrate the importance of community relations as they carry out their duties. This duty applies to Captains leading other functional areas within the Chicago Police Department
- Supports the Commander in the district in promoting community relationships, by being present and accessible, accompanying the Commander or conducting his/her own engagement efforts, and demonstrating CPD values when the Captain represents the Commander
- Develops, reviews, and recommends changes to operational procedures and standards and assists with implementation within a district or unit to ensure the efficiency and effectiveness of operations; consistency with department policies and procedures; and participates in the development of policies, procedures, and directives
- Assists the Commander by monitoring, evaluating, and preparing reports on the use of department equipment and other resources to ensure that staff have access to the resources needed to carry out their duties. This duty may vary somewhat if leading a specialized unit within CPD
- Serves as a final reviewer of citizen complaints and investigations of employee misconduct; recommends changes and highlights critical points before submission to the Commander
- Gathers and evaluates information from electronic systems directly and through reports prepared by staff to use in identifying issues; solving problems; planning operations; and managing and deploying resources
- Observes subordinate behavior for signs of personal/wellness problems and suggest appropriate resources to address problem(s)
- Assists the Commander with plans and reviews for patrols, staffing, community relations and public education. Will represent the Commander at various events as speaker and respond to questions. When serving as acting Commander will directly plan patrol response and staffing
- Supports the Commander by conducting research related to long-term planning, improving operations, or how best to approach a problem

- Supports the Commander by developing processes to facilitate the flow of two-way communication in an orderly process, as well as initiating communication in the absence of the Commander or head of a specialized unit
- Attends management meetings and serves on a variety of departmental committees to assist in planning, modifying and reviewing the effectiveness of various departmental initiatives and programs. May lead sub-committees or lead meetings when the Commander is not available
- Provides direction, consultation, and guidance to staff to maintain staff performance, help them resolve unusual, sensitive, or complex problems; and ensure staff compliance with policies and procedures. In terms of initiating one-on-one conversation based on observation and feedback the Captain may focus more on non-managerial employees
- Responds to crime, accident, and emergency scenes to assist and observe officers, or to take command as the situation dictates. The Captain may need to take command in the absence of the Commander, or if there are several emergencies
- Adapts work plans and staff schedules to meet changing priorities of work objectives, personnel, resources, and/or workload demands in accordance with collective bargaining agreements
- Supports and actively promotes City and CPD policies on a workplace free from discrimination and harassment by fostering respect for diversity and complying with EEO policies
- Conducts performance evaluations to document staff performance; reviews performance evaluations completed by subordinate supervisors to ensure that proper procedures are followed, and evaluation processes are conducted in a standardized manner
- Develops and implements operational procedures and standards for the assigned district or functional area within CPD to ensure the efficiency and effectiveness of operations; consistency with department policies and procedures; Consent Decree goals and requirements; and participates in the development of departmental policies, procedures, and directives
- Manages the use of department equipment and other resources and ensures that staff have access to the resources needed to plan work; conduct investigations; make informed decisions; and solve problems
- Stays abreast of the use and effectiveness of overtime to ensure compliance with CPD policy and address issues that may lead to or are contributing to unplanned overtime expenses
- Assesses and reviews complex written information including policies and procedures, legislation, case law, etc. to evaluate operations, inform decisions, and determine compliance with policies, procedures, and legal mandates
- Reviews, assesses, and implements appropriate responses to issues based on data gathered through a variety of sources
- Assesses data and reports on gang activity, narcotics complaints, vice, and traffic conditions to implement policies and deploy resources
- Performs facility management duties, including determining and scheduling maintenance and repairs
- Utilizes impartial policing strategies, principles, and best practices to promote fairness, eliminates bias, and build community trust
- Utilizes de-escalation strategies and skills to avoid, mitigate, or minimize force during community-policing encounters
- Practices procedural justice strategies by giving voice, neutrality, respect, and trustworthiness in policing actions

- Complies with department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of Police Officers
- Takes steps to build, maintain, and improve professional skills through participation in mandatory training and education, and through the use of other resources made available by the department
- Takes steps to build and maintain personal fitness and wellness by taking care of one's overall health and accessing resources made available by the department

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Ten (10) years' experience with the Chicago Police Department as a sworn officer
- Bachelor's degree from an accredited college or university

### **Plus one of the following**

- Two (2) years of experience as a Lieutenant, with one (1) of the two years in patrol; OR
- Two (2) years of experience as a Lieutenant with specialized skills; OR
- Two (2) years of experience as a Lieutenant with a minimum of five (5) years of experience as a Sergeant

### **Licensure, Certification, or Other Qualifications**

- Valid State of Illinois Driver's License
- Must have a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois

## **WORKING CONDITIONS**

- General office environment and in the field (approximately 50/50)
- Assignment anywhere within the boundaries of the City of Chicago
- Assignment Duty hours may be at any time; Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interaction with the public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life-threatening situations
- May require travel outside the City of Chicago or State of Illinois

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)
- Two-way radio
- Handcuffs
- Specialized safety equipment (e.g., bulletproof vest, helmet, respirator)
- Transportation (e.g., car, bicycle, motorcycle, Segway, etc.) and associated equipment

- Body worn camera
- In-car camera
- Personal defense weapons (baton, taser, handgun, rifle, shotgun, handheld chemical agent, etc.)

### **PHYSICAL REQUIREMENTS**

- Reaction Time – Ability to quickly initiate a response to one or more stimuli; the situation could involve a choice of reactions (e.g., hit the brakes or gas when a vehicle skids) or a single reaction
- Fine Hand/Body Movements – Ability to use fingers, hands, arms and other body parts to make skilled muscle movements (e.g., to handle objects, tools, or controls)
- Balance/Coordination – Ability to maintain an upright position and stay balanced (e.g., standing or sitting for extended or continuous periods of time) and/or coordinate the movement of arms, legs, and trunk of the body (e.g., when walking or crawling across a narrow beam).
- Muscular Endurance – Ability to use muscles repeatedly without a rest; involves using one's arms and trunk in moving one's body weight for some time or across some distance (e.g., to climb a rope)
- Stamina – Ability to exert oneself physically over long periods of time without getting winded or out of breath
- Flexibility – Ability to stretch or extend one's arms and legs and their muscle groups and make continuous arm and leg flexing movements with some speed (e.g., to reach with hands and arms, stoop, bend, kneel, crouch)
- Muscular Strength – Ability to exert force continuously such as when lifting, pushing, or pulling objects or people
- Ability to safely and lawfully operate automotive vehicles and associated equipment
- Ability to safely and appropriately use specialized law enforcement tools and equipment to include firearms, handcuffs, batons, and other items
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Specific vision abilities may include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus
- Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test
- Using the necessary force to restrain a person when making an arrest
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

- \*general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property

- \*Federal, State, and Municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- \*Chicago Police Department directives, operations, and regulations
- \*notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- policies and procedures regarding the conduct of preliminary investigations including reporting instructions
- \*policies, procedures, and orders related to use of force response and reporting requirements
- \*processing of persons under Department control, including handling of special populations
- \*Department policies and procedures regarding the handling of emergency responses, major incidents, and special operations
- \*crime conditions, trends, patterns, and crime reduction initiative(s)
- constitutional and other legal protections associated with investigative and interviewing processes
- \*classification of incidents and report preparation guidelines as outlined in the CPD Incident Reporting Guide and Field Reporting Manual
- applicable CPD Training Bulletins
- \*applicable collective bargaining agreements (e.g., FOP, PBPA)
- the court ordered Consent Decree, including knowledge of policies and procedures regarding procedural justice, use of force and force mitigation, de-escalation, impartial policing, community policing, and responding to individuals in crisis
- \*law enforcement supervision, management and leadership techniques and principles
- \*legal aspects of personnel supervision (e.g., Title VII, EEO, sexual harassment)
- \*Department and external computer resources and databases
- \*geographical locations in the City of Chicago
- \*traffic operations and city's street address grid
- \*ground traffic control management

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Lieutenant class

### **Skills and Abilities**

- \*Critical Thinking – Using careful analysis and evaluation to recognize when something is wrong or is likely to go wrong. The ability to identify a solution or corrective action and use available information and resources to solve problems. Identifying several courses of action, the benefits and consequences of such course of action, and making decision using all available information.
  - *Relevant Subdimensions: Problem Sensitivity/Analysis, Problem Solving/Reasoning, Judgment/Decision-Making*
- \*Oral Communication – Communicating orally to convey information effectively. Ability to speak in a clear, concise, understandable, and appropriate manner. Ability to deliver a message in such a way that others clearly understand the meaning of an intended message. Using language and non-verbals effectively to engage a group and clearly communicate a message in a formal or semi-formal presentation setting

- \*Incident Operations – Establishing the incident objectives and goals for emergency incidents. Using the appropriate resources, strategies, skills, and procedures to achieve tactical goals at emergency incidents. Applying acquired knowledge of organizational guidelines, standards, and procedures. Maintaining accountability, crew integrity, and responsibility over personnel and the incident. Ensuring responder safety throughout the incident.
  - *Relevant Subdimensions: Incident Management, Tactical Skill*
- \*Interpersonal Skills – Interacting with others in a pleasant and comfortable manner to build trust and rapport. Working with individuals to identify problems, identify solutions, and negotiate mutually acceptable outcomes. Working with opposing sides to make good faith efforts to pursue solutions and honor agreements. Effectively working with others to accomplish mutual goals. The ability to rely on others to assist with a task, working interdependently to accomplish the goal.
  - *Relevant Subdimensions: Relationship Building, Conflict Resolution, Teamwork, Sensitivity*
- \*Leadership – Inspiring, guiding, and improving the performance of groups of employees by identifying a common goal or vision, encouraging employees to expand their skill set, and maintaining a positive and productive work environment. Serving as a role model for others.
  - *Relevant Subdimensions: Influencing Others, Vision, Command Presence*
- \*Written Communication – Communicating in writing to convey information effectively and accurately. Using written language (word choice, punctuation, grammar, and syntax) to communicate clear thoughts.
- \*Administrative Management – Identifying, arranging, and organizing necessary resources (e.g., material, personnel, and financial) to accomplish objectives and tasks in an effective and efficient manner. Planning, directing, and controlling projects and programs to achieve set objectives. Managing one’s time to accomplish items of highest priority while leaving sufficient time to address other less critical items.
  - *Relevant Subdimensions: Planning, Time Management/Prioritization, Coordination*
- \*Community Relations Skill – Identifying the needs, concerns, and risks of communities and their members. Making strategic, concerted efforts to deliver services and share information that addresses those needs, concerns, and risks. Understanding the way the organization needs to be presented to the community at large and making necessary efforts to work with the public while protecting the integrity of the organization. Demonstrating cultural sensitivity for various demographic and societal groups.
  - *Relevant Subdimensions: Cultural Sensitivity/Awareness, Sharing Information with the Public, Customer Service*
- \*Management and Supervision – Day-to-day monitoring of personnel to ensure the effective completion of assigned tasks and position-specific responsibilities including the oversight and improvement of employees to achieve the highest level of employee performance.
  - *Relevant Subdimensions: Personnel Management, Supervision Skill, Delegation*
- \*Executive Management – Overseeing and guiding the organization so that it achieves its overall goals and mission. Organizing, structuring, and assigning work from a high level within the organization to achieve goals set by executive officers. Working collaboratively with outside government agencies to support the organization.

- \*Technological Skills – Use of technology such as personal computers, cellular phones, radios, specialized equipment (e.g., drones, body worn cameras, pump panels) and other mechanical equipment to complete job tasks.
  - *Relevant Subdimensions: Computer Skills, Mechanical Skills*
- \*Impartial Policing – Provide services equitably to all members of the public without bias and will treat all persons with the courtesy and dignity which is inherently due every person as a human being without reference to stereotype (i.e., race, color, ethnicity, religion, homeless status, national origin, immigration status, gender identity or expression, sexual orientation, socio-economic class, age, disability, incarceration status, or criminal history)
- \*Procedural Justice – Utilizing techniques for communicating with complainants and members of the public to bolster relationships and promote positive change through fairness in the process, transparency in actions, promoting opportunities or voice, and providing impartiality in decision making
- \*Community Policing – Build strong community partnerships and positive interactions to effectively engage with the public in problem-solving techniques, which include the proactive identification and analysis of issues in order to develop solutions and evaluate outcomes
- \*De-escalation Techniques – Use distance, speech, tone, empathy, and other tools to peacefully resolve a situation and minimize the need to use force; only use force that is proportional to the threat faced and immediately reduce the level of force as the threat diminishes

Other skills and abilities as required for successful performance in the Lieutenant class

### **Other Work Requirements**

- \*Honesty and Integrity – Ability to act in an honest and fair manner. Willingness to accept responsibility for actions when things go wrong. Ability to display a high degree of ethics and professionalism in action and word.
- \*Stress Tolerance/Composure – Maintaining a calm and rational thought process and demeanor amid chaos or heightened levels of stress.
- \*Adaptability – Ability to adapt and change to accommodate circumstances. Ability to demonstrate flexibility in behavior and action. Ability to quickly and efficiently determine an appropriate course of action to target a particular situation. Accepting and accommodating to change.
- \*Conscientiousness – Thoughtful, careful, and diligent regarding work and task performance. Exhibiting a strong attention to detail. Maintaining a strong work ethic, perseverance, productivity, and desire to perform well. In addition, systematic and efficient.
- \*Initiative – Propelling oneself to pursue objectives and accomplish goals based on an internal drive to succeed.
- Commitment to Work – Remains committed to one's work despite challenges, distractions, obstacles, and potential opposition one may face. Demonstrates commitment to leadership, the organization, the city, and the public served. Sets high goals and standards in regard to work performance and works diligently to achieve those standards. Demonstrates a positive regard to one's profession and a commitment to excellence.

- Dependability (Work and Personal) – The ability to follow through on work without prompt. Requires little oversight based on mutual trust. Remains diligent concerning work and dedicated to the task at hand. Consistent and dependable in regard to personal actions and behavior.
- Professionalism – Is professional in regard to demeanor, behavior, and attitude. Presents a professional appearance (uniform, etc.) and uses appropriate language when communicating with others. Understands that professional behavior applies to off-duty experiences as well as on the job behavior. Takes feedback and learns from experiences to better oneself.

Other work requirements as required for successful performance in the Lieutenant class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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Department of Human Resources  
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