



TOWN OF MANCHESTER POLICE
DEPARTMENT

POLICE CAPTAIN

To apply, please visit:
manchesterct.gov/jobs

THE COMMUNITY

Located in Hartford County, Manchester is a dynamic, multicultural community defined by its commitment to social equity and progressive growth. Strategically positioned at the crossroads of major interstates near Hartford, our town is more than just a convenient place to work and live—it is a forward-thinking home where every resident is empowered to thrive. Our public services are a direct reflection of our shared responsibility to build a sustainable and inclusive future, prioritizing public safety, high-quality education, and environmental resilience. The Town is dedicated to serving and protecting every neighbor across all backgrounds and walks of life with transparency and care.



NATURE OF WORK

Under the direction of the Chief of Police, the selected candidate will be responsible for the planning, coordination, and supervision of one of three divisions. The Field Services Division oversees Police Patrol, Community Relations, Traffic Services, Event Management, Recruitment, School Crossing Guards, and Animal Control. The Support Services Division manages Investigative Services, Communications, Training, Facilities Maintenance, and Fleet Management. The Administrative Services Division is responsible for Budget and Grant Management, Professional Standards, Records Management, and Accreditation.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of administrative tasks including directing various division programs, monitoring program performance, preparing program reports and authorizing monitoring expenditures.
- Collaborates with other Town Departments to promote police community services.
- Assist MPD with community engagement efforts by attending public events and building collaborative partnerships with diverse community groups, with a dedicated focus on uplifting and strengthening relationships with historically marginalized populations to ensure the delivery of equitable and respectful public service.
- Reviews and evaluates the work performance of subordinates and determines and implements action to improve performance or work procedures, and provides department-wide inspectional services.
- Administers the provisions of a collective bargaining agreement and departmental policies, regulations, orders and operating procedures and receives and investigates complaints of violations.



OTHER FUNCTIONS

- Communicates with other police agencies in obtaining or providing police information by teletype or other means, supervises the recording and distribution of pertinent information and plans and coordinates law enforcement action appropriate to the circumstances.
- Meets and confers with members of the public and other officials regarding law enforcement problems and police operations under his/her control. Assists in planning and developing new programs in the department including the preparation of grant applications.
- Considerable knowledge of federal, state and local laws pertinent to the identification, apprehension, arrest and prosecution of persons suspected of violations of the law.
- Ability to enforce laws firmly, impartially and effectively.
- May plan, schedule, assign and supervise the work of subordinate police officers and supervisors in any division assigned to by the Chief of Police.
- Performs other duties as assigned.



DESIRABLE KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of the principles and practices of modern police practices in the fields of communication, information, training, planning and management techniques and systems.
- Ability to plan, direct and coordinate the work of subordinate personnel in routine and complex police operations, sometimes under emergency or sensitive circumstances.
- Considerable knowledge of modern budgeting, grant and purchasing procedures.
- Bachelors' or Associates' Degree in Police Science or related area and two (2) years of experience as a Police Lieutenant.



PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Applicants must be Connecticut P.O.S.T. (Police Officer Standards Training) Certified or eligible for comparative certification by Connecticut P.O.S.T. Council. Final appointment is contingent on meeting Connecticut P.O.S.T. Requirements.

Must be mobile, able to push/pull/lift objects of more than 50 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as shifting gears on a vehicle; tasks which require arm-hand steadiness such as climbing a ladder. Able to stand and/or remain in uncomfortable positions for long periods.

Must be able to see objects closely, as in typing a report and far away, as in driving; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a phone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes+, remember multiple tasks given to self and others over long periods, and understand theories behind several related concepts.

Must be able to work in a professional manner with co-workers, customers and the public at large.

May be exposed to: hazardous wastes or chemicals; high, low or fluctuating temperatures; humidity or wetness; seasonal outdoor weather; grease, oil or dust; toxins, cytotoxins or poisonous substances; electrical hazards and burns; bodily injuries; loud or unpleasant noises.



SALARY & BENEFITS

The anticipated salary range for the position is \$145,000-\$149,000, dependent upon qualifications.

Manchester is a proudly diverse municipality serving a wide range of community populations. Candidates from diverse backgrounds, including females, multi-lingual speakers, people of color, and military Veterans are encouraged to apply.

The Town of Manchester offers comprehensive benefits, including:

- Generous annual leave includes 20 paid days, 14 paid holidays, and separate paid sick leave
- Health/Dental Insurance including PPO option and HDHP with Town funded H.S.A account
- Section 125 Flexible Benefits Plan
- Paid Life/Long Term Disability Insurance
- 401(a) Defined Contribution Plan with six percent (6%) fully matched Town contribution
- (457) Deferred Comp Savings Plan
- Paid Parental Leave
- Tuition Reimbursement & Section 529 Qualified Tuition Plan
- Student Loan Repayment Assistance
- This position is eligible to use a Town vehicle for commuter purposes



THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.

ORGANIZATIONAL CHART

