

POLICE CAPTAIN

DEFINITION

Under general direction, plan, organize, manage, and evaluate the operation and activities of the patrol, investigation, and administration divisions; to serve as Police Chief in the absence of the Chief.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Police Chief. Responsibilities include direct supervision of sworn and non-sworn staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize, manage, and evaluate the operation and activities of the patrol, investigation, and administration divisions; provide overall technical and administrative direction to department personnel; and supervise the activities of sworn and non-sworn personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.

Takes immediate command of personnel in emergencies and personally directs special operations/investigations.

Perform administrative activities including budgeting preparation and monitoring, performance evaluation, preparation of a variety of reports, development of work plans, programs and long-range planning; evaluate the performance of personnel in performance of emergency and other duties; recommend or implement disciplinary actions.

Originate, review and present information to the City Council; provide technical and professional advice and recommendations related to levels of service and other related matters.

Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City

departments, and the media; represent the department before the City Council, community, outside agencies and at professional meetings as requested.

Promote and maintain safety in the work place.

Regular and consistent attendance.

Informs Chief of and makes recommendations on current crime trends and departmental problems; develop new programs; perform special assignments.

Serve as Police Chief in the Chief's absence.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current management principles, practices and techniques of police administration, organization, and operation.

Technical and administrative aspects of crime prevention and law enforcement, including, but not limited to investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the Department, including but not limited to the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institution Code, Business and Professions Code, and relevant provisions of State codes; recent court decisions affecting the work of a Police Department.

Incident command system and disaster operations.

Operation of a personal computer and related software.

Skill to.

Use and maintain firearms and other law enforcement equipment.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives; manage a culturally diverse work force.

Delegate responsibility; schedule and program work on a long-term basis.

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports; implement Department and City policies.

Select, supervise, train, evaluate and discipline subordinates when appropriate.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Organize, direct and train several diverse units of subordinate supervisors and officers; deploy personnel and equipment in accordance with actual or anticipated crime occurrences or special events.

Assume substantial responsibilities in budget preparation and personnel management.

Use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines; write accurate and comprehensive staff reports.

Act calmly and quickly in emergency situations and make effective decisions in such cases.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Analyze problems, trends, situations and records pertaining to police work; draw conclusions and make recommendations.

Effectively lead, motivate, train and evaluate personnel.

Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status.

Participate on Civic, City and County committees and commissions.

Meet the applicable State employment standards upon appointment.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a baccalaureate degree from an accredited college or university with major course work in Criminal Justice, Public Administration, Business Administration, Political Science or a closely related field; a Master's Degree is desirable.

Experience:

Three years of experience in a responsible middle management capacity in a municipal police department.

Council Action: 6/23/98

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License or Certificate

Possession of a valid California Driver's License.

Human Resources

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