



Police Captain

Summary

Plan, organize, and direct, through subordinate supervisors, the staff and operations of a major division of the Police department; provide responsible and technical assistance for staff and the public.

Class Characteristics

General direction is provided by the Police Chief; responsibilities include the direct and indirect supervision of management, technical, and support service personnel.

This class has division level responsibility for the administration of a functional area of the Police department. Incumbents are responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing the division's day-to-day activities. This class is distinguished from Police Chief, in that the latter has overall responsibility for all activities of the department.

Essential Duties, Skills, and Demands of the Positions

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, coordinate, administer, direct, and evaluate the work of a major division of the Police department; develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the division; develop and implement management systems, procedures, and standards for program evaluation.

Prepare or direct the preparation of a variety of studies and reports related to current issues and long-range City needs and develop specific proposals to meet them.

Plan, delegate, and oversee execution of division programs and activities, including preparation and administration of the division budget.

Direct the selection, supervision, and work evaluation of division staff and provide for their training and development.

Represent the department to the public, private groups and individuals; respond to citizen concerns or inquiries regarding police services.

Coordinate work of the division within the Police department and with other City departments, outside agencies, or citizen groups.

Interpret departmental and City policies and procedures to staff; provide technical assistance to staff; ensure compliance of division activities to pertinent codes, regulations, and guidelines;

monitor developments related to division activities, evaluate the impact on Police department operations, and implement policy and procedure improvements.

Direct the preparation of, or prepare and maintain written reports, records, and correspondence.

Conduct internal affairs investigations and prepare written reports and recommendations.

Prepare operation orders and coordinate resources for special events and critical incidents.

Operate and manage command post at critical incidents.

Acts for the Police Chief as assigned.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, direct, and coordinate the work of others directly or through subordinate supervisors.

Analyze complex law enforcement and operation problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances.

Interpret and implement goals, objectives, policies, procedures, work standards, and management controls.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Management principles and methods, including goals and objectives development, program development and implementation, work organization and delegation, and employee supervision.

Principles and practices of budget development and administration.

Principles, practices, methods, and equipment used in law enforcement including patrol,

enforcement, custody, crime investigation, and crime prevention.

Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.

Use and care of firearms.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in law enforcement, social sciences, public administration or a closely related field.

Experience:

Two years of supervisory law enforcement experience equivalent to the rank of Police Lieutenant. Additional supervisory experience may be substituted for education on a year for year basis to a maximum of two years.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

P.O.S.T. Advanced and P.O.S.T. Management certificates are highly desirable.

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