

**City of San Rafael
Job Class Specification**

Job Title: Police Captain

SUMMARY:

Plans, organizes, and directs the staff and operations of a major division of the Police department; provides responsible and technical assistance for staff and the public.

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

This classification represents the second level of management in the law enforcement series and is responsible for the administration of a division of the Police department. Incumbents are responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing the daily activities. This classification is distinguished from Police Chief, which has overall responsibility for all activities of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Plans, organizes, assigns, directs, and reviews work and activities of subordinate personnel assigned to a division, watch, shift, or unit; supervises police response to critical law enforcement situations and provides guidance and direction to subordinate personnel.
- Develops department policies, procedures and directives.
- Establishes, implements and manages department budget goals and objectives.
- Reviews crime trends, staffing levels, personnel effectiveness and equipment resources; assesses workforce allocation and develops strategic plan.
- Prepares staff reports and makes presentations to the City Manager and City Council.
- Manages grants and oversees the grant application and budget process.
- Coordinates police activities with other City departments and outside agencies.
- Represents the City, the department or division during meetings and contacts with outside agencies, other City departments, vendors and the public.
- Directs, supervises, evaluates and mentors subordinate personnel in career development.
- Enforces personnel regulations, resolves citizen complaints, and initiates employee action.
- Recommends and/or selects employees for hiring, special assignment and promotion.
- Provides information and direction to the public; assists in developing community policing strategies; maintains good public relations and makes public service appearances.
- Acts as the department head at the direction or in the absence of the Police Chief.

KNOWLEDGE OF:

- Modern police methods and administration.
- Statutory and case laws and ordinances related to evidence, search and seizure.
- Information technology, personal computers and related software applications.
- Principles of leadership, management, supervision, training and employee development.
- Department vision, mission, values, policies and procedures.
- Labor law, human resource management and collective bargaining process.
- Principles of public administration and city government.

ABILITY TO:

- Communicate effectively both verbally and in writing.
- Operate a variety of public safety equipment, including computers and related applications.
- Establish and maintain cooperative relationships with the public and fellow employees.
- Supervise, train, evaluate, schedule and organize the work of subordinate personnel.
- Effectively mentor and develop subordinate employees.
- Maintain confidentiality regarding sensitive information.
- Facilitate problem solving, conflict resolution and resolve personnel grievances.
- Prepare and administer program budgets, grants and staff reports.
- Multitask, prioritize and make decisions in a timely manner.

LANGUAGE, MATHEMATICAL AND REASONING SKILLS:

Ability to read, analyze, and interpret documents. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from groups of officers, public officials, and the general public. Ability to calculate figures and amounts such as interest, proportions, and percentages. Ability to apply concepts of basic algebra. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, CERTIFICATION AND EXPERIENCE:

Bachelors Degree. Possession of (or eligible and applied for) either a California P.O.S.T. Advanced or Supervisory Certificate. One year experience as a Police Lieutenant or higher rank and at least five years experience as a Police Officer or higher rank with the San Rafael Police Department. US citizen. At least age 21. Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit, reach and grasp with hands and arms. The employee is occasionally required to walk, bend, squat, climb, kneel, crawl, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to video display and outdoors weather conditions and occasionally works evenings or weekends, frequently in environmental conditions. The noise level in the work environment is usually moderate.

Hazards: Hazards are moderate, fairly predictable and protected against.

Department: Police

FLSA Status: Exempt

Prepared By: SRPD Succession Planning Committee

Prepared Date: August 2008

Approved By: City of San Rafael & San Rafael Police Mid-Management Association

Approved Date: October 2008