

POLICE CAPTAIN

DEFINITION

To plan, organize, direct and coordinate the activities of an assigned division within the Police Department which may include patrol, community services, investigations, jail, traffic, and professional standards operations/activities; to coordinate assigned activities with other divisions and departments; and to provide highly complex staff assistance to the Police Chief; serve in the absence of Police Chief, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Police Chief.

Exercises direct supervision over assigned management, supervisory, professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct assigned police activities/operations which may include patrol, community services, investigations, jail, traffic, and professional standards.

Direct, oversee and participate in the development of assigned division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare assigned division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Police Department.

Study crime reports and current law enforcement literature to identify trends and make recommendations for changes in organization and operating policies and procedures; review shift activities and implement modifications in deployment, assignments, or related areas as needed.

Serve as incident commander; direct and participate in the investigation of especially difficult or complex criminal cases and/or accident scenes; prepare and supervise preparation of cases for court.

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Supervise the investigation of complaints involving the conduct of personnel; respond to the most difficult citizen complaints and requests for information.

Oversee maintenance of department equipment inventory including motor vehicles, weapons, ammunition, and related supplies and material.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; may participate in labor negotiations; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of law enforcement services and program administration.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Use of firearms and other modern police equipment and communications and information systems related to law enforcement.

Ability to:

Organize and direct assigned Police Department division operations according to area of assignment.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk;; use telephone, and communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City policies, procedures, rules and regulations and Police Department General Orders.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Five years of increasingly responsible experience in law enforcement operations and administration, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Management Certificate issued by the California Police Officers Standards and Training Commission (P.O.S.T.) within six months of date of appointment.

Possession of, or ability to obtain, valid CPR and First Aid certificates.

Employees must be tobacco free and cannot use tobacco products on or off duty.

03-03-16

07-08-14

09-16-06

01-14-04

03-26-98

10-01-88

07-01-79

10-10-77

10-30-73

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