

POLICE CAPTAIN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, to direct, command and coordinate the activities of a major work unit within the Police Department; to provide staff support and assistance to the Police Chief in managing the operations of the Police Department; to assist in the overall management of the Department; to interact with the community as a senior police representative on matters relating to the efficient delivery of City services; and to perform other related duties as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs duties related to administration of the Police Department; directs and supervises the activities of sworn and non-sworn employees; selects, trains and disciplines subordinates; motivates others toward efficient and professional service through leadership and modern personnel practices; provides staff assistance to the Police Chief in planning and administering the Police Department; performs staff studies individually or as part of a work team; provides advice and counsel to subordinate supervisors; prepares budgets and supervises the department's spending program; interacts with other City staff; presents both oral and written reports to the City Council and other parties; understands and implements City policy; coordinates subordinate work groups toward positive interaction with other agencies; works toward overall City efficiency and responsiveness to service demands; contributes to interdepartmental projects; ensures healthy employee relations with other individual workers and their bargaining units; serves as a senior Police Department representative with the public on matters relating to the City service; meets with citizens, news media and community groups to advise on police practices; resolves problems, improves conditions and contributes to joint efforts benefiting the City; receives, investigates and resolves complaints relating to the police service; and participates in community activities, representing the Police Department on both business and social occasions.

MINIMUM QUALIFICATIONS

Knowledge of:

- Law enforcement, police investigation and crime prevention principles, methods and techniques;
- Policies, rules and regulations of the Police Department;
- Federal, State and local laws and ordinances pertaining to the apprehension, arrest and prosecution of persons and the rules of search, seizure and evidence;
- Socio-economic characteristics of the community;

- Modern principles and techniques relating to police management and supervision;
- Public and press relations;
- Budget preparation and control; and
- Principles, techniques and practices of employee relations.

Ability to:

- Analyze complex police problems, evaluate alternatives and present recommendations;
- Plan, layout and direct the work of major work units for the Police Department;
- Establish effective working relationships with other City officials, the general public and officials of other law enforcement agencies at all levels of government;
- Prepare and present effective oral and written reports and communications;
- Supervise, train and evaluate assigned staff;
- Interpret and apply laws, regulations and policies; and
- Represent the Police Department and City before public, City Council, commissions, committees and media.

Experience, Training and Education Requirements

Experience: Eight years of experience as a full-time peace officer with a California law enforcement agency, including at least one year as a Police Lieutenant.

Training and Education: Possess or be eligible for POST Supervisory Certificate and Management Certificate. Graduation from an accredited college or university with a Bachelor's degree. Masters degree highly desirable.

License or Certificates: Possession of valid California driver's license.

Special Requirements: Must successfully complete a medical examination, background investigation, polygraph examination and psychological evaluation.

WORKING CONDITIONS

Environmental Conditions: Although a Police Captain may be called upon to effect an arrest, provide assistance to additional officers in effecting an arrest, or respond in an emergency situation, the Police Captain's primary working condition is an office environment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; sitting or standing for prolonged periods of time.

Previous Title: Police Commander