

## **POLICE CAPTAIN**

### **DEFINITION**

To plan, schedule, organize, supervise, review and evaluate the activities of the Police Department through subordinate levels of supervision; train sworn staff and provide for their professional development; develop and implement departmental operational programs; provide administrative and budgetary support to the Chief of Police and act for the Chief on a relief capacity or on an assigned basis; perform related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Chief of Police. Responsibilities include direct supervision of sworn and non-sworn personnel, including Police Lieutenants. Assignments may also require indirect supervision of sworn and non-sworn personnel.

### **CLASS CHARACTERISTICS**

This management level class is a sworn Peace Officer position and is responsible for planning patrol, public service and investigative functions as well as administrative support activities, including assisting the Chief in formulating policy, developing goals and objectives, and administering the department's budget. Incumbents may respond to calls for service, however, the primary responsibilities are managerial, including the coordination of activities with those of other City departments and law enforcement agencies. This class is distinguished from Chief of Police in that the latter has overall management responsibility for the Police Department.

### **EXAMPLES OF DUTIES** (Duties are illustrative only and not all inclusive)

#### **Essential**

Plan, schedule, organize, assign, review, and evaluate the work of sworn and non-sworn staff; ensure coverage of staff for all shifts and assignments; provide for the training of staff in work procedures and professional development.

Oversee the provision of such functions as investigations, patrol, and services.

Oversee special programs and projects.

Recommend selection, disciplinary and other personnel decisions; counsel employees and administers discipline as required.

Interpret laws, codes, policies, and procedures to staff; ensure legality and consistency of application.

Assist with the development of goals, objectives, policies, procedures, and work standards for the department; assist with development and administration of the budget; prepare and review grant requests and assist in the administration of grant funds.

Oversee sworn personnel selection procedures, including conducting interviews and background investigations.

Develop cooperative working relationships and mutual aide agreements with representatives of other local public safety departments.

Work closely with public and private groups and individuals to explain or coordinate proposed programs; respond to citizen concerns or inquiries regarding police services; respond to inquiries from the media.

Coordinate the work of the division and/or department with that of other City departments, outside agencies, citizen groups, the courts, and the media.

Monitor legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; recommend equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.

Investigate and resolve problems with requests for services or complaints regarding police functions.

Prepare a variety of correspondence, reports, procedures, and other written materials.

Maintain and direct the maintenance of departmental files.

Respond to emergency or unusual situations; perform the full range of patrol, investigative and related duties of an officer; assume a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.

Develop and maintain effective working relationships with the community including specific targeted groups, such as the elderly or school age youth.

Provide and coordinate mutual aide to other law enforcement agencies in accordance with departmental policy.

Engages in community-based policing and collaborative problem solving in order to build trust and familiarization between law enforcement and community residents.

Act for the Chief of Police on a relief capacity or as assigned basis.

Important

Performs other duties of a similar nature or level and as assigned.

**QUALIFICATIONS**

Knowledge of (at entry):

Administrative principles and practices, including: goal setting, program development, implementation, and evaluation.

Principles and practices of work organization, staff supervision, training, professional development as well as work review and evaluation.

Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.

Rules of evidence regarding search and seizure and the preservation of evidence; investigation and identification techniques and equipment.

Courtroom procedures and techniques for testifying; applicable laws, codes, ordinances and court decisions.

Safety practices and equipment, including the safe use and proper care of firearms.

Computer applications related to the work.

Community-based policing, intelligence-led policing, and other similar practices used to develop relationships with the community in order to best identify and solve public safety problems.

Techniques for dealing with and solving problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Ability to:

Plan, schedule, assign, supervise, review and evaluate the work of sworn and non-sworn staff.

Train staff in work procedures and providing for their professional development.

Perform departmental administrative duties, such as budget development and administration as well as policy and procedure development.

Observe accurately; recalling faces, names, descriptive characteristics and facts of incidents and places.

Interpret, apply and explain complex laws, codes, regulations and ordinances.

Prepare clear, accurate and grammatically correct reports, records and other written materials.

Make sound, independent decisions as incident commander and in emergency situations.

Identify and be responsive to community issues, concerns and needs.

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

Communicate effectively with officials, coworkers, supervisors, representatives of both public and private organizations as well as the general public, sufficient to exchange or convey information.

### **EDUCATION AND EXPERIENCE**

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

- a) A bachelor's degree in criminal justice, police science, public administration or a closely related field (a Master's Degree is highly desirable); and two years of full-time equivalent professional law enforcement experience equivalent to the level of Police Lieutenant or above; must possess a California Peace Officer Standards and Training (POST) Management Certificate or be able to obtain within one year of appointment.

### **Licenses and Certifications:**

Must possess a valid California class C driver license and have a satisfactory driving record. Must possess a California Peace Officer Standards and Training (POST) Management Certificate within one year of appointment. Must maintain firearms qualification.

### **PHYSICAL REQUIREMENTS**

Must maintain P.O.S.T. physical standards. The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting and walking; up to 3 hours of standing, bending, crouching, stooping, kneeling, crawling, climbing, balancing, running, twisting, turning, jumping, firm grasping, reaching forward or overhead, pinching, eye-hand-foot coordination, verbal contact and telephone conversations; up to 3 hours of lifting, carrying, pushing/pulling up to and over 100 lbs.; 3 to 6 hours of face-to-face talking, public speaking, conversations, finger dexterity, light grasping; 3 to 8 hours of vision accuracy (far and near), depth perception, field of vision, accommodation, and color vision.

### **MENTAL REQUIREMENTS**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending, and following instructions; standard problems; detailed uninvolved instructions; one or two-step instructions; simple to complex- reading, writing, and math skills, spatial; clerical; forming, synthesizing, coordinating, analyzing, compiling, computing, comparing, mentoring, negotiating, instructing, supervising, persuading, speaking-signaling, serving, helping; setting-up; precision work; operating; driving; manipulation; tending; handling; performing simple, repetitive tasks to varied, complex tasks; maintaining work pace;

influencing other people; relating to other people; generalizing; evaluating; responsibility for direction.

**WORK ENVIRONMENT**

Work is performed indoors and outdoors; extreme hot and cold; unprotected heights; moving machinery; change in temperature humidity; dust/fumes/smoke/gases; toxic/caustic chemicals; excessive noise; radiation/electrical energy; solvents, grease, or oil; slippery uneven surfaces; using a computer and other office equipment; working alone; working around or with others; protective clothing required.