

POLICE CAPTAIN

DEFINITION

Under general direction of the Police Chief, plans, schedules, organizes, supervises, reviews, and evaluates the work of a major division of the department through a subordinate level of supervision; trains sworn staff and provides for their professional development; develops and implements departmental operational programs; provides administrative and budgetary support to the Chief of Police and acts for the Chief on a relief or as assigned basis; and performs related work as assigned.

CLASS CHARACTERISTICS

This mid-management level class is responsible for planning patrol and public service functions or 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. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. The class is distinguished from Police Chief in that the latter has overall management responsibility for the Police Department.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, schedules, organizes, assigns, reviews, and evaluates the work of sworn and non-sworn staff; ensures coverage of staff for all shifts and assignments; provides for the training of staff in work procedures, community-based policing, and for their professional development.
- Oversees the provision of such functions as property and evidence, investigations, dispatching and animal control.
- Recommends selection, disciplinary and other personnel decisions; counsels employees and administers discipline as required.
- Interprets laws, codes, policies, and procedures to staff; ensures legality and consistency of application.
- Assists with the development of goals, objectives, policies, procedures, and work standards for the department; assists with development and administration of the budget; prepares and reviews grant requests and assists in the administration of grant funds.
- Oversees sworn personnel selection procedures, including conducting interviews and background investigations.
- Works to build collaborative partnerships between the department and the individuals and organizations served; focus on developing proactive solutions and increasing trust in police by encouraging interactive partnerships with relevant stakeholders to develop solutions collaboratively.
- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments; provides and coordinates mutual aide in accordance with departmental policy.

- Proactively shares data, collaborates, and works closely with public and private groups such as social services providers, educators, health, and other professionals, local government and state and federal law enforcement to identify and solve problems.
- Responds to citizen concerns or inquiries regarding police services; responds to inquiries from the media.
- Coordinates the work of the division and the department with that of other City departments, outside agencies, citizen groups, the courts, and the media.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends 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.
- Investigates and resolves problems with requests for services or complaints regarding police functions.
- Prepares a variety of correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of departmental files.
- Directs dispatch activities provided by the City during specified shifts.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.
- Acts for the Police Chief on a relief or as-assigned basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development and 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.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- 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 federal, state, and local laws, codes, ordinances, regulations, and standards affecting Police Department operations.
- Operational characteristics and safety practices of equipment related to the work, including the safe use and proper care of firearms.
- Community-based policing principles, practices, and techniques related to changing and shifting paradigms, partnerships and diversity, strategic planning, ethics and integrity.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques of first aid and CPR.

- Techniques for dealing with and solving the 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.

Skill in:

- Planning, scheduling, assigning, supervising, reviewing, and evaluating the work of sworn and non-sworn staff.
- Training staff in work procedures, community-based policing techniques, and providing for their professional development.
- Assisting in performing departmental administrative duties, such as budget development and administration and policy and procedure development.
- Providing administrative, management, and professional leadership for the assigned division.
- Observing accurately, recalling faces, names, descriptive characteristics, and facts of incidents and places.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Preparing clear, accurate and grammatically correct reports, records, and other written materials.
- Making sound, independent decisions as a shift leader and in emergency situations.
- Effectively using computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively representing the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Identifying and being responsive to community issues, concerns and needs.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with the community and others contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major course work in criminology, law enforcement, social or police science, public administration or a field related to the work and two years of supervisory experience in the police service, equivalent to the level of Sergeant or above. Additional supervisory experience can be substituted for the education requirement on a year-for-year basis to a maximum of two years.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid supervisory certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Physical Demands:

Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and move individuals or objects weighing to 100 pounds; ability to work in a standard office setting; vision and manual dexterity to operate vehicles, to maintain firearms qualification and to read printed materials and a computer screen; finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, before groups and over the telephone and radio.

Environmental Conditions:

Employees work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees also work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes.

Additional Requirements:

- Must pass a detailed background investigation including an evaluation of character, emotional and mental condition.
- Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials, and all weather conditions.