

POLICE CAPTAIN

DEFINITION

Under 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. This 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 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.
- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments.
- Works closely with public and private groups and individuals to explain or coordinate proposed programs; 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.
- Develops and maintains effective working relationships with the community, particularly the specific clients to which assigned, such as residents or school-aged youth.
- Provides and coordinates mutual aid to other law enforcement agencies in accordance with departmental policy.
- Acts for the Police Chief on a relief or as-assigned basis.

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.
- 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 related to the work, including the safe use and proper care of firearms.
- Computer applications related to the work.
- 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 and providing for their professional development.

- Assisting in performing departmental administrative duties, such as budget development and administration and policy and procedure development.
- 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.
- Identifying and being responsive to community issues, concerns and needs.
- Establishing and maintaining effective working relationships with those 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.

Working Conditions:

Must be willing to pass a detailed background investigation. 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.

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, to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups.