POLICE CAPTAIN

DEFINITION

Under general direction to assist in the planning, organizing, coordinating, and directing the activities and functions of the Police Department; to coordinate, direct, and supervise a major division of the Department; to perform technical staff support functions; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is an Assistant Department Head position with responsibility for assisting with overseeing the City's law enforcement functions. Day-to-day supervision and direction of Department operating functions is provided by this position, as well as supervising a major division of the Department and providing technical staff reports for the Police Chief.

EXAMPLES OF DUTIES

Assists in planning, organizing, coordinating, and directing the activities and functions of the Police Department; coordinates, directs, and supervises a major division of the department which includes field services and staff support services; insures adequate coverage of work shifts and functions within the Department; insures the proper passing of critical information between shifts; serves as a liaison officer with other governmental and law enforcement agencies; assists in developing and implementing goals, objectives, policies, plans, and procedures; performs special investigations; oversees the training and development of Department staff; directs work evaluation, employee discipline, and policy development activities; reviews the condition of vehicles and equipment, making recommendations on purchase needs and specifications; monitors capital expenditures for facility improvement and maintenance; listens to employee complaints and grievances and makes recommendations to develop employee morale; assists in the development of the Department budget and expenditure control; represents the Department in community relations and public presentations as directed; reviews the preparation and submission of activity and investigation reports; provides a variety of administrative assistance for the Police Chief; performs Police Chief duties in the Chief's absence; oversees records and communications functions; monitors capital expenditures for facility improvement and maintenance; represents assigned functions with City staff and other governmental agencies as delegated.

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SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Possession of appropriate certification issued by the California Commission on Peace Officer Standards and Training.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation and identification techniques.
- Principles of personnel management and administration.
- Principles of supervision and training.
- Criminal law with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors, felonies, and infractions.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.
- Recent court decisions on the arrest and handling of suspects and prisoners.
- Federal, State, and local codes and ordinances pertaining to juveniles and the processing of juveniles.
- Methods standards and procedures used in procuring legal criminal complaints.
- Use and care of firearms.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Assist with the planning, organizing, coordinating, and directing a major division of the Department.
- Provide supervision, training, and work evaluation for staff.
- Assist with formulating, implementing, and evaluating Department policies and procedures affecting provision of law enforcement services.
- Prepare and administer Departmental budget and fiscal controls.

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EMPLOYMENT STANDARDS - (cont.)

- Prepare clear, concise, and comprehensive reports and presentations.
- Analyze situations quickly and direct effective courses of action.
- Exercise restraint and judgment in emergency situations.
- Research, collect, and analyze information related to assigned functions.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the Department with concerned individuals, community organizations and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Advanced POST certification or graduation from an accredited "two" year college or university with major course work in public administration, business administration, law enforcement administration, police science, or a closely related field. Graduation from an accredited "four" year college or university is desirable.

Work Background: Five years of progressively responsible professional law enforcement experience, including three years in a management, supervisory, or administrative position.