



Position Description

POLICE CAPTAIN

DEFINITION

Under direction, plans, directs, supervises, manages, and participates in the daily activities of an assigned division within the Police Department; assists the Chief of Police with planning and research, budget preparation, personnel matters and supervision, and performs other related duties as assigned. This is a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED

Receives supervision from the Chief of Police.

SUPERVISION EXERCISED

Exercises direct supervision over Police personnel including Lieutenants, Sergeants, non-sworn supervisory and management personnel, and indirectly over Police Officers and other support staff in the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Directs divisional activities including the management and planning of organizational and technical changes that impact the divisions. Specific division responsibility may vary as needed. Work is performed with significant independence under the direction of the Chief of Police.

Assists in the management of all services and activities of the Police Department including planning and research, budget preparation and administration, grant management, and supervision.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the delivery of police services; recommends and administers policies and procedures.

Directs, manages, supervises and coordinates the daily activities for assigned division, which could be one or more of the following: patrol, investigations, and administration/support service units within the Police Department.

Has management responsibility for assigned division services and activities including, but not limited to, patrol, parking enforcement, crime response, criminal investigations, backgrounds, crime prevention, public safety dispatch and communications, police records management and tactical response team.

Plans, directs, coordinates and reviews the work plan for assigned staff; assigns and supervises work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff on a regular basis to identify and resolve problems; evaluates performance of subordinates and reviews and resolve complaints concerning assigned personnel.

Works directly with the Chief of Police and other Police Captains to maintain a balanced perspective of priorities in order to provide the community with the most professional, ethical, cost-effective and responsive police service possible.

Prepares staff reports and correspondence as directed and makes presentations to the City Council, committees and community groups. Meets with citizens as appropriate in order to resolve conflicts involving police actions, neighborhood disputes or community problem solving.

Assumes on-scene management of major incidents or investigations including shootings, homicides, serious traffic collisions, child abductions, hazardous materials fires/incidents, disasters, missing children, large disturbances or mutual aid situations. May be directed to respond whether on or off duty. Plans and coordinates police response to special events.

Conducts personnel investigations, investigates complaints, and recommends disciplinary actions.

Maintains and facilitates positive public relations and cooperative working relationships with news media, schools, local organizations and the general public; prepares press releases.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; reviews new laws and ordinances; participates in training programs to improve professional skills.

May have to attend evening meetings, work shifts, be on-call, and take on stand-by duties.

Respects and is sensitive towards the cultural and ethnic diversity of the community.

Acts in the absence of the Chief of Police.

Coordinates the work of the division with other divisions in the department, other county departments, other City departments, and agencies of local government.

Reviews the work of subordinates to ensure compliance with departmental policies and standards.

Inspects personnel equipment and facilities within assigned division.

Confers with supervisors on general departmental policies and procedures; reviews, supervises, and participates in the preparation and maintenance of reports and records.

Provides overall technical and administrative direction to assigned area of responsibility. Attends and participates in community activities.

Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Current police methods and procedures, including patrol, crime prevention, traffic control, scientific investigation and identification techniques, and the management of juvenile delinquency; laws affecting apprehension, arrest, and prosecution of persons committing misdemeanors and felonies; rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases; principles and practices of the criminal justice system and contemporary police administration and management; purposes, organization, procedures, and regulations of the department; budget processes; internal affairs procedures; internal functioning of city government and community needs; current law enforcement trends; current police administration including principles of management, supervision, training, and employee development, and principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

Ability to:

Plan, organize, direct, and coordinate the activities of a division with the police department; forecast future law enforcement needs of the community; communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions; display leadership qualities; establish and maintain cooperative working relationships with City officials, other governmental agencies, departmental personnel, citizens and the public; organize, schedule and supervise the work of subordinates; implement effective training programs; analyze situations effectively and accurately and adapt and implement an effective and appropriate course of action; interpret and apply laws and department rules and regulations; write clear, concise and comprehensive reports, maintain cooperative working relations with the news media; carry and properly use firearms;

serve as liaison with other City departments and commissions; represent the City, the department, or the center effectively in contacts with representatives of other agencies, City departments, and the public; handle media relations; maintain morale and team concept; recommend improvements in departmental operation and in the rules, regulations, and policies governing the department; take a proactive approach to customer service issues; make process improvement changes to streamline procedures; adapt to frequently irregular work shifts, and maintain confidentiality regarding sensitive information; travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours; work in a safe manner, following City safety practices and procedures; model and coach others in proper City safety practices and procedures; enforce adherence to safety policies and procedures; maintain confidentiality regarding sensitive information; meet all medical and physical standards requirements by the City, and pass a complete background process.

EDUCATION AND EXPERIENCE

Six (6) years of progressively responsible experience as a Police Officer including two (2) years supervisory law enforcement experience as a member of a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, or the California Highway Patrol; and must have successfully completed the required probationary period for the supervisory position occupied. "Supervisory law enforcement experience" is defined as a position occupied by an officer who, in the upward chain of command, directly supervises employees of law enforcement agencies and most commonly is the rank of Sergeant.

A Bachelor's Degree from an accredited college or university.

SPECIAL REQUIREMENTS

Possession of, or eligible to receive, Peace Officer Standards and Training (POST) Supervisory and Advanced Certificate(s) within six months of appointment.

Possession of, and ability to maintain, a valid California driver's license.

TOOLS AND EQUIPMENT USED

Police car or other vehicle, bicycle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Taser or other restraint device, alcohol screening device, pager, computer, cellular telephone, mobile audio video equipment, first aid equipment and other police safety equipment as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit, talk, and hear. The employee is often required to stand; walk; use hands to finger, handle, or operate objects, controls, and/or the tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, squat, crawl, or twist; taste and smell; maintain sustained posture in a seated or standing position for prolonged periods of time. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in a standard office environment or field environment. The employee occasionally works near moving mechanical parts in high, precarious places; and with explosives and is occasionally exposed to moving objects, dangerous persons, animals, wet and/or humid conditions, bodily fluids, explosive materials, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, mechanical hazards, electrical hazards, traffic, traffic hazards, firearms, and vibration.

The noise level in the work environment is usually moderate but can be loud in an emergency or field situation.

SELECTION GUIDELINES

Formal City application; rating of education and experience; written test; oral interview and reference check; polygraph examination; psychological examination; other job-related tests such as assessment centers may be required. Reference check process, polygraph examination and psychological examination process may be waived for in-house promotional applicants.

Reference check process, polygraph examination psychological examination, and medical examination process may be waived for in-house promotional applicants.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: May 26, 2020

Resolution Number: 2020-35

Revision History: February 9, 2010 (Resolution 2010-10)