



Position Description

POLICE CAPTAIN

DEFINITION

Under direction to assist in planning, organizing, and directing the activities of the Police Department; to perform special law enforcement and investigation work; and to do other work as required.

EXAMPLES OF DUTIES

Assists in supervising and coordinating the various functions of all divisions, in formulating and revising general orders on policy and procedure, in analyzing operations, and in the assignment of personnel; assumes responsible charge of the personnel, activities, and equipment of the Police Department in the absence of the Police Chief.

Maintains discipline; confers with officers and supervisors in regard to departmental working relationships; periodically inspects and appraises officers' work during tours of duty; assists in the preparation of the annual budget estimate and the annual report; maintains effective public relations in the field and in the office, including addressing public gatherings; initiates correspondence; prepares special reports.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced and modern police administration, science, principles, practices, and methods; The provisions of laws, ordinances, and regulations affecting the work of the department.

Ability to:

Analyze statistics and reports concerning accidents, crime, and juvenile delinquency; Prepare comprehensive reports; Establish and maintain effective working relationships with City officials, state and local authorities, and the general public; Command respect of subordinates, maintaining firm but fair discipline; Plan, lay out, and supervise the work of police and clerical personnel.

License

A valid California driver's license is required while employed in this capacity.

EDUCATION AND EXPERIENCE

Either I

Six consecutive years of law enforcement experience. Three years in a first-level supervisory position or above in California, as a member of a city police department, a county sheriff's department, a regional park district, or 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.

"First-level supervisory position" 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, and for which commensurate pay is authorized.

Possession of a P.O.S.T. Advanced Certificate or an Associate of Arts degree or equivalent from an accredited college or university with concentration in Police Science, Public Administration or a related field.

Or II

Two years as a police sergeant or above with the City of San Bruno, and must have successfully completed the required probationary period for the supervisory position occupied.

Possession of a P.O.S.T. Advanced Certificate or an Associate of Arts degree or equivalent from an accredited college or university with concentration in Police Science, Public Administration or a related field.