



June 2023  
FLSA: Exempt

## **POLICE CAPTAIN**

### **DEFINITION**

Under general direction, plans, organizes, oversees, and manages the staff, operations and activities of either the Field Operations or Administrative Division; coordinates assigned activities with other City departments and outside agencies; conducts a variety of organizational, investigatory, and operational studies; provides complex and responsible support to the Chief of Police and others in areas of expertise; assumes command of the Police Department when assigned; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief of Police. Exercises general supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, directing, and managing an assigned division within the Police Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include organizing and overseeing patrol operations, investigative functions, custody, or administrative support activities. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This class is distinguished from the Chief of Police in that the latter has overall management responsibility for all City police law enforcement programs, functions, and activities, and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of a division within the Police Department encompassing several police functional areas, including patrol, public service or investigations, and administrative support services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends changes to the Chief of Police.
- Works to build collaborative partnerships between the law enforcement agency and the individuals and organizations served, focusing on developing proactive solutions and increasing trust in police by recognizing that police can rarely solve a public safety problem alone and encouraging interactive partnerships with relevant stakeholders to develop solutions collaboratively.

- Engages in the proactive and systemic examination of community problems, engaging relevant stakeholders and working collaboratively with agencies such as health and human services, child support services, ordinance enforcement, the education system, community-based leaders and organizations, and others to develop unbiased and effective responses to problems.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; recommends and administers policies and procedures while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management protocol; assumes role of Incident Commander as needed.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution.
- Prepares, reviews, and completes various reports, including City Council agenda reports and department-related documentation and correspondence.
- Provides community policing education, training and technical assistance related to changing and shifting paradigms, partnerships and diversity, strategic planning, ethics, and integrity.
- Serves as a liaison for the assigned division to other City departments, divisions, and outside agencies; attends meetings; provides staff support to commissions, committees, and task forces; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; researches emerging products and enhancements and their applicability to City needs.
- Provides staff assistance to the Chief of Police; develops and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities; serves as a professional-level resource for organizational, managerial, and operational analyses and studies.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Assumes command of the Police Department when assigned.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services, and activities of a comprehensive municipal law enforcement department.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and philosophies of community policing, including strategic issues and problem solving.
- Regional, state, and national policing trends and best practices; recent legislation and court decisions and their impact on department operations.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

- Available community resources including mediation, counseling, enforcement, and related resources.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division including budget and administration.
- Methods and techniques of public relations; Incident Command System operations and protocols.
- Principles, practices, methods, and techniques law enforcement including patrol, investigations, and special operations functions; rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching municipal police services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Manage an assigned division within the Police Department; select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Identify and be responsive to community issues, concerns, and needs; develop organizational philosophies and strategies for the implementation of community policing.
- Provide administrative, management, and professional leadership for the Police Department.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Build communication and trust with disaffected people and communities that reside and operate within the community.
- Translate and communicate cultural and legal issues to a diverse public.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminal justice, police science, public administration, or a related field, and six (6) years of increasingly responsible law enforcement program experience, including three (3) years of supervisory experience and currently holding the rank of Lieutenant or above with a California law enforcement agency.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, and a good driving record. to be maintained throughout employment.
- Possession of a P.O.S.T. Advanced Certificate issued by the California State Commission on Peace Officer Standards and Training.
- Possession of a Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is preferred.
- Possession and maintenance of firearms qualification.

**PHYSICAL DEMANDS**

Positions work in an office or station environment, and use standard office equipment, including a computer. Incumbents must also possess mobility to work in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. California peace officers are required to maintain a physical condition that allows the exercise of peace officer powers.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards.

**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 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. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

**WORKING CONDITIONS**

Incumbents may work unusual hours, rotating shifts, evening, night, weekend, and holiday shifts.