



Police Captain

Class Specification

Revised 9/23

Class ID: 665

Unit: NPMA

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under administrative direction, supervises the activities of one of the divisions of the Police Department; serves as command officer; conducts staff studies and research projects; participates in the overall department planning, research, and work coordination; may act for the Police Chief in the Chief's absence; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief. Exercises direct supervision over assigned sworn and professional staff.

DISTINGUISHING CHARACTERISTICS

The Police Captain is a management position responsible for managing the operations of a division and serving as advisor to the Police Chief on highly responsible and complex matters involving the activities of the Police Department. Police Captains are rotated between divisions. The Police Captain classification is distinguished from the Police Lieutenant in that it assumes a higher level of responsibility for directing police activities.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Assist Police Chief in the day-to-day administration of the Department; provide technical expertise, information, and assistance to the Police Chief regarding assigned activities and services; participate in a continuous review of police services and the development of associated programs.

Develop and manage division, goals, and objectives; plan, manage, and oversee the daily functions, operations, and activities of the assigned division within the Department; plan, direct, coordinate and follow up on the implementation of division programs, policies, and procedures.

Conduct research, prepare special staff studies and reports, coordinate activities of the division with those of another division.

Direct and assist in the training and development of subordinate personnel; assign, supervise, and evaluate subordinates and recommend disciplinary actions.

Conduct investigations into internal affairs cases; summarize information and make recommendations to the Police Chief; implement disciplinary actions as required.

Determine need for police action and direct and assist officers in handling problems.

Command and supervise activities of major police incidents; oversee the enforcement of federal, state, and local laws, regulatory codes, and ordinances; manage investigations and allocate and assign needed resources.

Review and supervise patrol, traffic enforcement, investigations, animal control, property and evidence room, crime prevention and other special police programs, central communications system, record

keeping activities, and maintenance of computer equipment; inspect division personnel and equipment.

Prepare or direct preparation of plans for special events and disasters.

Participate in identifying and planning for long-range police needs; assure timely processing of departmental projects, investigations, and citizen complaints.

Coordinate activities of the division with other law enforcement agencies and other departments; serve on multi-jurisdictional committees and establish interagency relationships to facilitate interagency planning and cooperation; speak before community groups on Police Department activities and policies and speak with the media on police related issues.

Direct preparation of local, state, and federal reports.

Participate in Department management team meetings to establish overall direction, policies, and procedures of the Department.

Participate in the formulation of the budget and budget administration for assigned division.

May assume full command responsibility for Police Department operations in the absence of the Police Chief.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of prisoners.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of leadership.
- Principles and practices of budget development and administration.
- City government operations and services normally provided as well as services available to police departments from other agencies.
- Applicable federal, State, and local laws, regulatory codes, ordinances, and department policies and procedures relevant to assigned area of responsibility; laws governing custody of prisoners, search, and seizure.
- Methods of patrol and criminal investigation techniques, interrogation, gathering and preserving evidence and rules of evidence.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Criminal identification and records maintenance.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, implementing progressive discipline, and training staff in work procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software applications to conduct, compile, and/or generate documentation.

Skill or Ability to:

- Provide administrative and professional leadership and direction for the department and the City.
- Effectively lead personnel, maintain composure, exercise sound judgment and resourcefulness, and ensure the safety of others in unusual, stressful, and emergency situations.
- Plan programs, assign personnel, and review department activities.
- Analyze complex police problems and adopt effective courses of action.
- Be flexible and able to challenge traditional police methods.
- Establish goals and objectives; develop and implement Department regulations and procedures
- Learn and understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Perform research and analysis and prepare accurate and comprehensive reports; prepare clear and detailed written work reports; make oral presentations to employees, supervisors, elected officials and the public; communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Assign, direct and evaluate the work of subordinate personnel.
- Exercise tact and professionalism in dealing with a variety of people from different educational, cultural, and socio-economic backgrounds.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; 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.
- Safely use and operate firearms, police equipment, and motor vehicles.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Develop a Department budget and control expenditures in accordance with approved budget.
- Gather and analyze evidence and to draw logical conclusions.
- Obtain information through interview and interrogation.
- Supervise the maintenance of police records and police evidence.
- Effectively operate a computer, specialized software applications, and current business equipment to perform a variety of work tasks.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a Bachelor's degree from an accredited college or university with course work in Police Science, Criminal Justice, Public or Business Administration or a related field, and eight (8) years of progressively responsible experience in public agency police work including two (2) years of management experience at the rank of Police Lieutenant or equivalent. A Master's degree is desirable.

License and Certificate:

- Possession of a valid California driver license and a satisfactory driving record throughout employment.
- Possession of a Management P.O.S.T certificate.
- Current and valid Certification to hold office and be employed as a Peace Officer in California per Government Code §1029, 1031, 1031.4, and Commission Regulations §1950-1955.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision 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. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, 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 police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Willingness and ability to work any shift; work holidays, weekends, scheduled and emergency overtime; be available on call, as required. Wear uniform or professional business attire required; comply with departmental grooming standards.