



POLICE CAPTAIN

DEFINITION

Under general direction, performs highly responsible and complex administrative assignments in the day-to-day and long term planning of police operations. Serves as Chief of Police in his/her absence.

SUPERVISION EXERCISED

Supervises subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Direct, plan, supervise and coordinate activities of assigned divisions, including Field and Services Operations.

Research and conduct special projects preparing written and statistical reports; serve as liaison with city departments, other law enforcement agencies and the public.

Supervise the development and implementation of officer training programs, prepare or direct the preparation of training manuals and instructional materials.

Review written reports prepared by subordinates.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Develop and implement goals, objectives, policies, procedures; recommend and implement changes as required.

Assist in preparation and management of Department budget including identification of staffing, equipment, materials and supplies needs; coordinate purchase of equipment, materials and supplies.

Collaborate with other public safety agencies in the implementation of crime prevention programs, criminal investigations and related activities.

Write grant proposals, monitor and manage grant funds and programs.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Federal, State and county laws including the Penal Code, Vehicle Code, Health and Safety Code and local laws and radio communications procedures.

Law enforcement radio protocols, procedures and codes.

City's geography and that of the surrounding area.

Public safety vehicles, equipment, firearms and less than lethal weapons.

Techniques and practices used in law enforcement, patrol, investigation, public relations and report writing.

Principles of training, scheduling, supervision, evaluation, motivation and discipline.

Principles of budget preparation and monitoring.

Ability and Skill to:

Tactfully interact with members of the public.

Accurately and thoroughly prepare a variety of written reports and identify and make corrections to reports prepared by subordinates.

Think and act quickly in emergencies.

Schedule, train, supervise, evaluate, motivate and discipline subordinate personnel.

Prepare and monitor budget.

Communicate clearly both orally and in writing.

QUALIFICATIONS

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

BA/BS in criminal justice, public administration or related field and eight (8) years law enforcement experience, including three (3) years supervisory experience.

MA/MS highly desirable.



LICENSE OR CERTIFICATE

Valid Class C California Driver's License and good driving record. Advanced, Supervisory and Management POST Certificates.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment/weapons used in subduing suspects

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand, walk for two hours at a time and engage in foot pursuits and other techniques used in the apprehension of suspects

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

Ability to lift, drag or pull up to 150 pounds

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

