

POLICE CAPTAIN

DEFINITION:

Assist the Police Chief in planning, organizing and directing administrative and operational activities within the Police Department; to provide highly responsible technical support to the Police Chief; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Police Chief. Exercises management and direct supervision over non-sworn and sworn personnel.

DISTINGUISHING CHARACTERISTICS:

A Captain is in charge of a designated major functional organizational unit. Incumbents operate within the general policies and goals established for the Department and formulate the operating policies of their assigned divisions with approval of the Police Chief.

ESSENTIAL DUTIES: May include, but are not limited to, the following:

Directs the activities of enforcement activities through Lieutenants and Sergeants; organizes, plans and reviews the activities of the shifts and reports unusual problems and progress of operations to the Police Chief. Supervises the receiving and indexing of all records of the department including complaints, offenses, accidents, property and related records. Responds to the public as necessary; provides information and resolves complaints from the public, vendors and outside agencies. Assists the Police Chief in preparation of and the controlling of the established budget. Prepares general correspondence, criminal statistics, criminal investigation records, and communication records; prepares reports as necessary. Studies and analyzes the incidence, types and severity of traffic violations, hazardous situations, and crime occurring throughout the city and adjusts or makes recommendations for the adjustment of the assignment of police officers to areas presenting police problems; adjusts the police strength of various shifts in accordance with the varying needs of police protection throughout each day. Investigates specific problems and cases and for the review of the records and reports of subordinate officers, for the maintenance of statistical records, shift reports and other types of records. Supervises the communications activities of the department, including maintenance of equipment, training and supervision of subordinate personnel. Recommends additions, deletions and changes to departmental policies and procedures. Evaluates performance of subordinate personnel; recommends hiring and termination. Reads and evaluates reports of subordinate personnel. Acts as Police Chief as necessary.

MINIMUM QUALIFICATIONS:

To perform this positions responsibilities successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required

Knowledge of: Principles, practices and procedures of police work. Pertinent local, State and Federal rules, regulations and laws. Contemporary principles, practices, and techniques of police administration, organization, and operations including fiscal and human resource management. Principles and practices of field investigation. Modern office practices, procedures and computer equipment. Report writing and record keeping techniques. Interview techniques and procedures. Computer system used by the police department.

Ability to: Plan, assign and supervise the work of subordinate employees. Analyze complex police problems and to adopt quick, effective and reasonable courses of action. Prepare clear, concise and comprehensive reports. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION:

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

Experience: Four (4) years of increasingly responsible experience in sworn police activities, including one year of supervisory responsibility.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, or related field.

Special License Requirement:

Possession of, or the ability to obtain and retain a California Class "C" Driver's License by time of appointment.

Possession of, or ability to obtain, an Intermediate P.O.S.T. Certificate.

ADA WORKING CONDITIONS:

The following physical and work environment is characteristic of those that an employee will encounter and must successfully meet to perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

PHYSICAL: CONTINUOUS sitting in an indoor office environment with some standing and walking; some outdoor environment work; FREQUENT fine finger dexterity and light to moderate finger pressure to manipulate keyboard, reaching above and at shoulder height; side-to-side turning of neck; downward and upward flexion of the neck; moderate twisting of upper body; OCCASIONAL lifting and carrying of up to 10 pounds; pinch grasp to manipulate writing utensil; moderate grasp to manipulate reference books and manuals.

COMMUNICATION: VISION (may be corrected) includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus to operate office equipment and computer screens; READING articles, reference books/journals, policies, procedure and regulations, and manuals; HEARING (may be corrected) of conversations in person, by telephone, and at meetings. SPEAKING at meetings, conduct telephone conversations; give and acknowledge directions for work

processes, and conduct training. WRITING to complete records and reports of activities, sign documents.

ENVIRONMENT: PRIMARILY working in a business office setting with low noise level; FREQUENT TO OCCASIONAL requirements to work in an outside environment exposed to wide temperature swings and climatic conditions; has a direct impact upon the physical requirements. INFREQUENT exposure to fumes, odors, dust, and airborne particles.

Class Code:
Established:
Administrative Revision: March 4, 2002
FLSA Status: Non-Exempt
Bargaining Unit: Not Represented
Workers Compensation Code: 7720