



## **JOB DESCRIPTION**

### **POLICE CAPTAIN**

**(Exempt, Management Position)**

#### **DEFINITION**

Under general direction of the Chief of Police, to perform a variety of highly responsible technical, administrative, and managerial functions to assure effective and efficient Police Department operations; coordinate activities with other City departments, civic and community entities, and other law enforcement agencies; participate in organizing and directing police services and programs, and to perform related work as assigned.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Oversee the supervision and management of all divisions within the department, including assisting staff in solving complex police or personnel problems.
- Perform or direct specialized and technical investigations as directed by the Chief of Police.
- Manage and audit the citizen complaint process; direct, coordinate, and participate in administrative and internal investigations; conduct complex internal investigations, and make appropriate recommendations to the Chief of Police.
- Oversee the implementation of specialized police activities in coordination with other City departments, external governmental agencies, service groups, and the community.
- Supervise, train and evaluate assigned staff.
- Oversee and direct activities related to recruitment, background investigations, hiring, training, and the maintenance of personnel records, and make appropriate recommendations to the Chief of Police.
- Participate in developing programs and implementing projects to address complex community and organizational problems.
- Ensure compliance with department policies and procedures by assigned staff, and ensure the department policy manual is updated and issued regularly.
- Conduct operational audits; assist in identifying and implementing best practices which may include changes or updates to policy, procedure, practice, recruitment, hiring, training, retention, and staff development; and make recommendations for improving productivity and increasing efficiency.
- Represent the department at community and business meetings to promote collaboration, communication, and trust with the community.
- Attend scheduled meetings and seminars to represent the chief of police in his/her absence.
- Serve as Acting Chief of Police in his/her absence
- Work flexible hours.
- Perform other duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Modern police principals, methods, practices, and techniques with particular emphasis in activities related the delivery of specialized police services, criminal investigations, and the internal management of the organization.
- Principles of supervision, management, training, and performance evaluation.
- Technical phases and requirements for reporting compliance, managing personnel, interpreting and presenting data, and related to the fundamentals of law enforcement and crime prevention.
- Pertinent federal, state, and local laws, codes, and regulations, particularly with reference to arrest, search and seizure, and evidence.
- Departmental and personnel rules and regulations.
- Methods and practices of police administration.

- Functions and objectives of federal, state, and other local law enforcement agencies.

**Ability to:**

- Plan, Identify and make efficient use of resources based upon priorities and capabilities.
- Demonstrate conflict resolution, problem solving, and decision making.
- Analyze and interpret complex situations, and to adopt effective and reasonable courses of action.
- Maintain cooperative and constructive working relationships.
- Communicate clearly and effectively orally and in writing.
- Supervise, train, and evaluate staff.
- Work in extreme weather conditions.
- Handle stressful and possibly hazardous situations.
- Work flexible hours, and subject to call-out.
- Wear a 15-pound utility/gun belt.

**Experience:**

Eight years of experience in municipal police work, including supervisory experience of at least three years in an administrative or management level.

**Education:**

Equivalent to an Associate Arts Degree with major work in police science, business or public administration, or related field.

**Necessary Special Requirements:**

- Possession of a valid Class C California Driver's License.
- Not have been convicted of a felony in the State of California or any other state or federal jurisdiction.
- Possession of an Advanced POST Certificate.
- Possession of a POST Management Certificate prior to the completion of probationary period.

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