

## JOB DESCRIPTION



## POLICE CAPTAIN

(Exempt, Management Position)

### DEFINITION

Under general direction of the Chief of Police, to perform responsible administrative, investigative, and technical work in directing the activities of a major division of the Police Department or in performing specialized staff duties; to perform highly responsible and technical staff assistance; 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 or all-encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**)

- Plan, direct, supervise, and coordinate a division of the Police Department; develop staffing plan; and study crime and other reports to determine trends and make recommendations for changes in organization and operating procedures. (E-M)
- Supervise the Patrol Division; organize and assign personnel among shifts; review shift activities through reports prepared by subordinate officers and through conferences with command personnel; and instruct personnel in operating procedures. (E-M)
- Supervise the Detective Division; assign subordinates to investigate specific problems and cases and review their records and reports; and coordinate information gathered and work accomplished by subordinates. (E-M)
- Provide technical advice and assistance; and direct detention, interrogation, arraignment, and release of prisoners and suspects. (E-M)
- Direct and participate in the investigations of the more difficult or complex criminal cases. (E)
- Prepare and supervise preparation of cases for court; and assist in court prosecution and participate in extradition procedures. (E-M)
- Supervise and participate in activities involving records, identification, communications, detention facilities, and in-service training. (E)
- Periodically review operating procedures and make recommendations for improvements.
- Assume administrative responsibilities involving the department's budget, purchasing, and personnel functions; and conduct special studies of departmental functions. (E-M)
- Conduct training programs in the various phases of police activities.
- Coordinate police activities with other City departments and divisions, and with outside agencies.
- Supervise, train, and evaluate assigned staff. (E-M)
- Work rotating shifts, including nights, weekends, and holidays. (E)
- Perform specialized investigative or detective work as assigned by the Director of Public Safety.
- May serve as Acting Police Chief in his/her absence.
- Perform other duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Modern police principles, methods, practices, and techniques with particular emphasis in activities of the assigned division.
- Pertinent federal, state, and local laws and ordinances, particularly with reference to arrest, search and seizure, and evidence.
- Departmental rules and regulations.
- Methods and practices of police administration.
- Functions and objectives of federal, state, and other local law enforcement agencies.
- Principles and practices of organization, administration, budget, and personnel management.

**Ability to:**

- Plan, organize, and coordinate the work of a major division.
- Analyze and resolve complex police problems.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Supervise, train, and evaluate assigned staff.
- Use and care for firearms.
- Think and act quickly and appropriately in emergencies, and assess situations and people accurately.
- Handle stressful and possibly hazardous situations.
- Work rotating shifts and overtime.
- Wear a 15-pound utility/gun belt.
- Work in extreme weather conditions.

**Experience:**

Eight years of experience in municipal police work, including at least three years in a responsible supervisory capacity.

**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 Intermediate POST Certificate.
- Possession of a POST Management Certificate prior to the completion of probationary period.

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