



## **CLASSIFICATION SPECIFICATION**

### **POLICE CAPTAIN**

#### **JOB SUMMARY:**

Under direct supervision of the Police Chief, the Police Captain performs the most complex law enforcement and crime prevention supervision; manages, plans, and coordinates programs and activities of an assigned division; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

The Police Captain provides assistance in managing all police operations and divisions including administrative services, traffic, investigations, volunteer and community services, and uniformed patrol. This class differs from the Police Chief due to the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

#### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Manages a variety of operational activities including crime prevention, internal affairs, planning and research, school-based programs, narcotics, and special enforcement; manages and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; and implements adjustments.
- Assists the Police Chief in the development, implementation, and administration of department goals, objectives, policies, and procedures; and continuously monitors and evaluates the short and long-term efficiency and effectiveness of service delivery methods in the department.
- Conducts staff briefings and gives special orders and instructions; monitors the work activities of staff to ensure safe work practices, quality, and accuracy; and oversees the enforcement of laws, ordinances, and department policies and procedures.
- Reviews crime and accident reports for accuracy and completeness; monitors all major investigations and accidents; manages or conducts the most serious and complicated criminal investigations within the department; analyzes crime patterns, frequency, traffic accident patterns, and other information; and keeps informed of new trends and innovations in the field of law enforcement.
- Responds to the most complex questions, concerns, and requests for service from the public; participates in committee or community activities and contributes to discussions regarding police services; works with community groups and representatives in the development and administration of programs designed to address problems associated with crime and its prevention; and resolves citizen complaints.
- Coordinates activities with other City departments, agencies, and City officials; maintains and facilitates public relations and cooperative working relationships with news media, schools, local

organizations, internal staff, and the public; and attends and speaks at various community functions and meetings.

- Attends department staff meetings and training sessions; oversees employee development activities; provides supervision and training for subordinate staff; prepares work schedules; may review and approve requests for special assignments, transfers, and training; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- May serve as the Acting Police Chief in his/her absence.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Knowledge of police operations and standard procedures; applicable federal, state, and local laws, codes, and regulations; codes principles and practices of crime prevention and suppression; modern law enforcement methods and procedures including patrol, crime prevention, traffic control, and investigation; principles of law enforcement information systems; and methods and techniques of supervision and training.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

#### **Skills/Abilities:**

- Gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; identify and respond to community issues, concerns, and needs; analyze programs, identify alternative solutions, project consequences of proper actions, and implement recommendations; and observe safety principles and work in a safe manner.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with sensitive situations and concerned people; plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain

an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's or master's degree in criminal justice, police science, public administration, or a closely related field.
- Ten years of increasingly responsible experience as a full-time sworn officer with extensive administrative and supervisory responsibility.
- Two years at the rank of Police Lieutenant.

Effective July 1, 2020, the minimum qualifications will be as follows:

- Bachelor's degree in criminal justice, police science, public administration, or a closely related.
- Ten years of increasingly responsible experience as a full-time sworn officer with extensive administrative and supervisory responsibility.
- Two years at the rank of Police Lieutenant.

**Licenses and Certifications:**

- Possession of or the ability to obtain within two years of appointment a Management Certificate from P.O.S.T. is required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 25 pounds or more; prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; get from one location to another in the course of doing business; near and far vision and the ability to distinguish colors and acute hearing; drive motorized vehicles; and operate a variety of law enforcement equipment.

**WORK ENVIRONMENT:**

- Work is performed in a standard office setting and outside, sometimes in tense, uncertain, and rapidly evolving situations. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Revised Date:** November 29, 2017