

# **POLICE CAPTAIN**

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## **DEFINITION**

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Under general direction, assists in planning, organizing, coordinating, and managing the City's law enforcement activities; maintains general charge of services related to primary departmental functions; assumes departmental command as assigned; performs related duties as required.

## **DISTINGUISHING CHARACTERISTICS**

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This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the Department Head.

## **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below. Marginal duties are those which are non-essential job functions for this class.*

1. Plans, organizes, and manages primary organizational functions; confers with subordinate supervisors regarding special assignments providing instruction and direction as needed; actively participates in law enforcement duties as necessary.
2. Reviews statistical activity logs and reports; analyzes levels of criminal activity; ensures adequate police coverage of the City.
3. Plans, coordinates, and directs comprehensive training programs to ensure subordinate currency in law enforcement knowledge and skills; evaluates performance and makes rotational assignments.
4. Conducts research into a variety of law enforcement and administrative issues; writes and reviews departmental policy and procedures, City rules, resolutions, and ordinances, as well as administrative reports; responds to correspondence and informational requests; ensures practices comply with adopted policies; laws and regulation and that policies are carried out.
5. Meets and consults with management staff, the public, legal advisors, and representatives of other governmental agencies; may speak before agencies, and a variety of civic organizations as directed by the Chief of Police.
6. Participates in the recruitment, selection, investigation, and appointment process of personnel; ensures compliance with federal, state and local laws, regulations and rules related to personnel selection and administration; enforces discipline and processes grievances within assigned work unit.
7. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Graduation from an accredited college with a Bachelor's degree in criminal justice, police science, sociology, public administration or a related field and five years of progressively

responsible supervisory and administrative experience in a local California law enforcement agency or any combination of training and experience that provides the desired knowledge and abilities.

**Knowledge of:**

Law enforcement principles, practices, and techniques; causes, prevention and control of delinquency; traffic enforcement and education; rules of evidence, rights of citizens and prisoners, laws pertaining to search, seizure, and arrest; court procedures; supervisory and public relations techniques; interagency communication and assistance techniques and practices; municipal organization and administration; principles and practice of police administration; patrol methods, criminal investigation and identification techniques; physical administrative procedures and techniques; current civil and criminal laws; departmental personnel administration principles and practices.

**Skill In:**

Demonstrated competency in the use of firearms.

**Ability to:**

Initiate and develop comprehensive plans to satisfy future needs for department service; interpret, explain and apply laws, regulations, rules, department policies and procedures; learn the physical layout and composition of the City to determine special law enforcement problems; think and act appropriately in emergency situations; supervise the work of others; plan, organize, assign and direct activities of assigned department staff; maintain appropriate flow of communication and chain of command; identify and inform supervisors

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License for all vehicles assigned.

POST Advanced and Supervisory certificates.

Candidates, other than promotional applicants are required to pass a police background investigation.

**Physical Demands**

Strength, stamina, coordination and balance to stand and walk for long periods, bend and reach to conduct inspections, climb up and down ladders, run in pursuit of detainees, physically restrain uncooperative and violent individuals, drive vehicles in high speed pursuit, carry equipment and supplies; remain alert in a confined space on all shifts; vision to see details in low light; coordination, vision and strength for use of firearms; occasional lifting of object weighing up to 50 lbs.; strength to move the weight of an adult human body.

**WORKING CONDITIONS**

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Work in confined spaces; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured and sick individuals; exposure to individuals with communicable diseases; exposure to hazardous materials.

Date Adopted: August 6, 1996