



POLICE CAPTAIN

DEFINITION

Under general direction, performs highly responsible and complex administrative assignments in the day-to-day and long term planning of police operations. Serve as Chief of Police in his/her absence.

SUPERVISION EXERCISED

Provides direct supervision of subordinate sworn personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Responsible for activities of assigned Divisions; may serve as Watch Commander on an assigned shift and pay patrol a designated area to preserve law and order, provide crime prevention and discover crimes in progress.

Plan, develop, implement and oversee day-to-day and long term planning of Police Department operations.

Prepare and monitor the budget and coordinate purchase of vehicles, equipment and technology.

Plan, develop, implement and oversee hiring, training, supervision and evaluation of subordinate staff.

Write grant proposals, monitor and manage grant funds and programs.

Develop and maintain policies, procedures and regulations.

Serve as hearing officer in disciplinary actions.

Coordinate training, community outreach and crime prevention programs.

Assist and cooperate with other public safety agencies.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Federal, State and local laws (including but not limited to the Penal Code, Vehicle Code, and Health and Safety Code).

Radio communications procedures.

City's geography and that of the surrounding area.

Law enforcement agencies as related to patrol functions.

Principles of training, supervision and employee evaluation.

Principles of budget preparation and monitoring.

Knowledge of grant writing and monitoring.

Ability and Skills to:

Tactfully interact with members of the public, both victims and suspects.

Safely operate and use public safety vehicles and equipment, including lethal and less than lethal weapons.

Schedule, train, supervise and evaluate subordinate personnel.

Communicate clearly both orally and in writing.

QUALIFICATIONS

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

BA/BS degree and eight (8) years law enforcement experience, including two (2) years as a Lieutenant.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and good driving record. Possession of Peace Officer Standards and Training (POST) Advanced, Supervisory and Management certificates.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment/weapons used in subduing suspects.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand, walk for two hours at a time and engage in foot pursuits and other techniques used in the apprehension of suspects.

Ability to work outdoors in all weather conditions including hot (with extreme sun exposure), cold and wet.

Ability to lift, drag or pull up to 150 pounds.

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business.