

POLICE CAPTAIN

DEFINITION

Under general direction of the Chief of Police, a Captain plans, directs, manages and participates in the activities of a major Bureau of the Police Department and may be assigned to act for the Chief of Police in his/her absence; and a Police Captain does related work as required.

EXAMPLES OF DUTIES

Assign and manage the work of all activities and personnel within a specific division. Coordinate the various functions of a Bureau with other Bureaus/divisions in the Department and other agencies of local government. Analyze, formulate and revise general orders on policy and procedures and, in the absence of the Chief of Police, assume responsibility for personnel, activities and equipment of the Police Department. Maintain discipline and positive morale; review the work of subordinates to ensure compliance with Departmental policies and standards; periodically inspect personnel, equipment and facilities within an assigned Bureau. Correct, manage, and participate in the preparation of reports, budgets, grants and records. Provide overall technical and administrative direction to assigned area of responsibility. Interact positively and cordially with community residents and organizations; address public gatherings and direct the community-policing efforts of the Department.

MINIMUM QUALIFICATIONS

Knowledge of: The principles of modern, established policing concepts including Community-Oriented Policing and problem-solving strategies; modern police management, science, principles, practices and methods; and the provisions of laws, ordinances, and regulations affecting the Department.

Ability to: Analyze statistics and reports concerning accidents, crime, and juvenile delinquency; prepare comprehensive reports, criminal law and contemporary case law as it applies to law enforcement, establish and maintain effective working relationships with City officials, state and local authorities, and the general public; command respect of subordinates maintaining firm but fair discipline; plan, layout, and manage the work of police and clerical personnel. Understand administrative due process and the laws pertaining to it. Drive police vehicles in accordance with the Vehicle Code; monitor and operate the police radio in a patrol vehicle while driving in heavy traffic; broadcast into a

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microphone and comprehend police radio communications which are a mixture of English and police code. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis

Experience: At least 6 months of experience, and off probation, in the permanent rank of Lieutenant in a California Law Enforcement agency.

Education: Graduation from high school or equivalent and completion of at least 60 semester units of college-level course work. Possession of, or be eligible and have applied for a State of California POST Management Certificate by the final filing date.

License: Possession of a valid Class C California Driver's License.

R: 6/22