GENERAL PURPOSE

The Police Captain functions under the direction of the Chief of Police and operates in a line capacity as head of the bureaus and functions as an executive officer of the Police Department. Acts as Chief of Police when assigned, and performs other related work as required by the Chief of Police.

DISTINGUISHING CHARACTERISTICS

Receives direction from the Chief of Police. The Police Captain supervises all Police Department personnel in their respective bureaus and is responsible for major staff assignments in training, budget preparation, and general departmental operations.

ESSENTIAL FUNCTIONS

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

Duties:
Plans, directs, manages and supervises the work and activities of the Operations Bureau (Administrative, or other areas as may be implemented) within the Police Department.

Assists the Police Chief in administrative and management techniques and problems as necessary; participates in hiring of staff as directed; supervises and assigns police personnel for appropriate coverage during all shifts.

Acts as incident commander at major incidents, as needed; takes command of all major crime investigations and disasters in the absence of the Police Chief.

Confers with and advises the Police Chief on general department policies and procedures; supervises the training and evaluation of officers; arranges and maintains work schedules.

Fosters and maintains effective community relations with citizens, groups and labor unions; participates in labor negotiation process as needed; maintains crime statistics and other information necessary for police efficiency; ensures the efficient compilation of statistical data and prepares comprehensive reports and recommendations on course of action.

Prepares special reports as required; makes presentations to City Council, various commissions and committees; conducts staff assignments on special projects including legal research; conducts group and staff meetings.
Assists in developing the department’s budget estimates; supervises the enforcement of departmental rules and regulations; adopts new procedures and practices in law enforcement for use by the department; and coordinates and integrates policies and procedures throughout the department.

Participates in conferences and meetings with other law enforcement agencies; and conducts crime and trend analysis to ensure a proactive department response; participates in community special events, activities, service clubs, and community groups by attending events and or meetings.

Attend City Council and other Board and Commission meetings as required. May be required to work shifts, weekends, holidays and/or special events or activities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of
Modern police administration and police science principles, practices and procedures; proper and effective methods of deploying officers in accordance with actual and anticipated emergencies.
Criminal law with particular emphasis on the laws of arrest, search and seizure; Police Officer Bill of Rights.
General administrative and management principles and the ability to apply these principles to daily police situations.
Pertinent federal, state and local laws, particularly with reference to arrest, search and seizure and evidence.
Principles and practices of organization, administration, budget, and personnel management.

Skills/Abilities
Superior interpersonal skills and foster teamwork; plan, coordinate, supervise and evaluate the work of a large group of officers and subordinate employees.
Proficiency with personal computer applications (i.e. Microsoft Suite software); conduct comprehensive administrative studies and recommend courses of action; prepare in-depth reports on operations; analyze complex police problems; and perform complex numerical analyses.
Properly interpret and make decisions in accordance with laws, regulations, and policies; supervise, train, and evaluate assigned staff.

Effective public speaker and proficient presenter; communicate effectively both verbally and in writing; and respond to the public’s and staff’s requests for assistance both on the phone and in person.

Establish and maintain effective working relationships with civic groups, other departments, agencies, the public and those contacted in the course of the work.
**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
A Bachelor’s degree from an accredited college or university with major work in public or business administration, or a closely related field. Master’s degree from an accredited college or university is highly desirable.

**Experience**
Ten (10) years experience as a sworn law enforcement officer, at least four (4) of which has been at the supervisory rank, including a minimum of two (2) years as a Lieutenant or above. Graduation from Sherman Block Supervisory Leadership Institute, POST Command College or the FBI National Academy.

**Licenses/Certificates**
Must possess or be eligible to possess at the time of application, a Management Certificate issued by the California Commission on Peace Officers Standards and Training. Possession of a valid California Class C driver’s license.

**Physical Demands and Work Environment**

**Physical demands**
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to handle and operate objects, controls, and equipment. Will occasionally use arms, legs, and back to reach, climb, crouch, crawl, lift and/or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work environment**
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office with moderate noise. The employee may occasionally work in outside weather conditions and will occasionally participate in field activities consistent with the duties of police officer. While working outdoors, the employee may be exposed to noise, vibration, extremes in temperature or humidity, dust, gas or fumes, at all times of day and in all weather conditions and is routinely exposed to hazardous situations such as smoke and products of combustion, chemicals, and emergencies that may result in injury, and/or death. Noise levels in the work environment is usually moderate but the employee may occasionally be expose to high level noises including but not limited to emergency vehicle sirens, radio traffic, road traffic, shouting, and yelling.

Department:  Police Department
FLSA Status:  Exempt
Revised:  7/1/13