POLICE CAPTAIN

DEFINITION
Under general direction, manages plans, develops and coordinates the activities of an assigned Bureau of the Police Department.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
Manages, plans, develops and coordinates the activities of an assigned Bureau; according to area of assignment, ensures the Police Department meets targeted objectives for crime reduction, traffic safety, rapid response to emergency calls for service, technical investigation, property crimes, juvenile crimes and economic crimes; implements and enforces Department and Bureau policies and procedures; assists in strategic and long range planning for the Police Department.

Oversees, prepares, reviews, critiques and forwards various reports, requisitions and paperwork; maintains and develops procedures for processing paperwork; reads and analyzes reports; drafts, composes, reviews, edits and revises a variety of written documents, summaries and reports; prepares and presents speeches, written and oral reports for internal and external audiences; attends staff meetings; handles discipline matters and issues for assigned Bureau; obtains, disseminates and exchanges information and communicates efforts and activities of the Police Department with other law enforcement agencies, staff, other City departments and the public.

Mentors and assists in the training of subordinate staff; evaluates the effectiveness of formal and informal training programs; oversees the performance of subordinate staff and provides input for evaluations; delegates authority to subordinate staff; provides counseling, problem solving and conflict resolution to staff; recommends the disposition of complaints and disciplinary action; responds to employee grievances.

Participates in the identification of staffing, equipment, facilities and related needs; contributes to the development, preparation and presentation of the budget; as authorized, reviews and/or approves budget expenditures, purchases and procurement; provides back-up and support to the Chief of Police.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing municipal law enforcement
Knowledge of City and the Department policies and procedures
Knowledge of management and/or supervision principles
Knowledge of the legislative process, court process and legal terminology
Knowledge of modern law enforcement principles, trends and practices
Skilled in planning, organizing and directing the work of employees performing varied operations connected with police activities and developing proper training and instructional procedures for those employees
Skilled in working within deadlines to complete projects and assignments
Skilled in providing and following oral and written communication
Skilled in establishing and maintaining positive productive working relationships
Ability to effectively communicate verbally and in writing in English to community residents, business owners, visitors, and City employees

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking and bending, and occasional climbing and lifting up to 50 pounds; AND may be exposed to moving traffic, extreme temperatures and weather, potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations. In addition, incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A Bachelors degree from a four-year accredited college or university in Law, Criminal Justice, Public Administration or closely related field, AND seven (7) years experience in law enforcement including five (5) years at a supervisory level; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid POST Management Certification and California Driver’s License. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement.