

**POLICE CAPTAIN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities, staffing, resources and operations of the City's Police Department; provides and oversees full-service law enforcement, field operations, criminal investigations, crime prevention, dispatch services, disaster preparedness and response, community problem-solving, code enforcement, general community support services and related support services; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Chief of Police.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for the day-to-day operations, services, and activities of the Police Department; manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; and recommend and administer policies and procedures.
2. Demonstrate leadership in commitment to the Police Code of Ethics and the highest ethical values in the delivery of public service. Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; and comply with federal, state and local laws, the City policies and procedures, and the collective bargaining MOU provisions.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels; identify opportunities for improvement and implement approved changes.
4. Plan, direct, coordinate, and review the work plan for Police Department staff; assign work activities, projects, programs and functions including: Field Training Program, Reserve and Explorer Program, and SWAT; review and evaluate work products, methods, and procedures; ensure that staff work in a safe and efficient manner, following regulations and other legal requirements; and meet with staff to identify and resolve problems.
5. Select, train, and evaluate Police Department personnel; provide or coordinate staff training and work with employees to correct deficiencies; supervise staff including the provision of timely performance evaluations, initiate internal investigations when appropriate and provide corrective action or discipline as needed, up to and including termination.
6. Oversee and participate in the development and administration of the Department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor the approval of expenditures; and recommend and implement adjustments as needed.
7. Ensure that equipment, safety clothing, gear, and supplies are specified, purchased, received, distributed and maintained in an effective manner and consistent with City policy.
8. Respond to major incidents and ensure that the Incident Commander is following Incident Command System/protocol; and assume role as Incident Commander or other role as needed for the situation.

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9. Serve as the liaison for the assigned functions with other divisions, departments, and outside agencies; participate with community relations; coordinate special community programs; and attend community meetings to promote Department's goals and missions and community safety programs.
10. Develop and maintain effective working relationships, lines of communication and cooperation with peers in surrounding local, state, and federal agencies; coordinate joint operations with outside agencies; and mitigate conflicts with other departments or agencies.
11. Respond to and resolve difficult and sensitive inquiries and complaints.
12. Serve as staff and represent the department on a variety of boards, commissions, professional associations, committees and other meetings as required; coordinate assigned activities, prepare and present reports and other necessary correspondence; and ensure responsive, appropriate service delivery.
13. Provide responsible staff assistance and representation to/for the Chief of Police; conduct research on a variety of organizational studies, investigations, and operational studies; stay abreast of recent court cases and new trends and innovations in the field of law enforcement, and recommend modifications to police programs, policies, and procedures as appropriate.
14. Conduct investigations of complaints involving officer conduct; review complaints and prepare recommendations on disciplinary actions; conduct internal investigations as needed; and respond to citizens and staff as necessary.
15. Serve as Police Chief upon the request or absence of the Chief of Police. Serve as press relations officer, as assigned.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Modern principles, practices, operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles and practices of law enforcement administration, organization, management and related program and policy development, administration and evaluation.
- Functions and objectives of the Police Department and other local, state and federal agencies.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, care and custody of persons and property, crime prevention, records management, and dispatch.
- Principles and practices of municipal budget preparation, administration and evaluation.
- Principles of supervision, training, performance evaluation and progressive discipline.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs, including causation of criminal/deviant behavior and Community-Oriented Policing.
- Principles and practices of disaster preparedness, response and recovery.
- Use and maintenance of law enforcement equipment, resources, vehicles, and tools including firearms.
- New trends, innovations and recent court decisions and how they affect department operations.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of crimes.
- Rules of evidence pertaining to search, seizure, and preservation.

**Knowledge of** *(continued)*:

- Incident command system and its implementation; command responsibilities and functions.
- Departmental policies and procedures, guidelines, and chain of command.
- Techniques and applications of self defense and proper use of force.
- Principles of business letter writing and report preparation.
- Problem-solving techniques and methodology.
- Principles of effective public relations, public speaking, conflict resolution and excellent customer service.
- Social, racial, cultural, economic, demographic and geographic composition of the community.
- Local concerns and political issues.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other specialized software applications; internet and electronic communication usage and methods, and public safety computer systems and protocols.
- Effective time management.
- Principles of effective public speaking, conflict resolution and excellent customer service.

**Ability to:**

- Oversee and participate in the management of comprehensive municipal law enforcement and crime prevention, and associated programs, services, and operations.
- Oversee, direct, and coordinate the work of staff in support of departmental goals, objectives and procedures.
- Identify and respond to sensitive community and organizational issues, concerns and needs and inform supervisor of developments.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Assist in the preparation and administration of large and complex program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret, apply, explain, and make decisions in accordance with applicable federal, state, and local policies, laws, regulations, and the collective bargaining MOU provisions.
- Retain presence of mind and act quickly and calmly in emergency situations.
- Perform a wide range of law enforcement assignments.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Operate modern office equipment and computers including applicable software applications
- Effectively present information and respond to inquiries from staff, management, clients, customers, stakeholders and the general public.
- Gain cooperation through discussion and persuasion.
- Mediate and resolve conflicts.
- Demonstrate tact and diplomacy.
- Work irregular and on-call hours including weekends, evenings, and holidays.
- Meet and maintain required peace officer employment standards.
- Meet and maintain the departmental firearms qualifications standards.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, political science, behavioral science, business or public administration, or a related field.

**Experience:**

Eight years of broad and extensive experience in all major phases of municipal police work including five years of administrative and supervisory experience at a supervisory level of Sergeant or above.

**License or Certificate:**

Possession of a P.O.S.T. Advanced Certificate

Possession of or ability to obtain within 2 years, a P.O.S.T. Management Certificate.

Possession of or ability to obtain an appropriate, valid California driver's license.

Possession of CPR and First-Aid certifications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to various locations to attend meetings or inspect, supervise and/or perform department activities in responding to emergency scenes, disasters, or critical incidents; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration and potentially hostile environments. The noise level in the work environment is usually moderate but may be very loud due to sirens, etc.; wear protective and safety apparel and equipment. Incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to emergency call out at any time.

**Physical:** Primary functions require sufficient physical ability and mobility to work inside in an office setting and outside to participate in emergency response situations, operate emergency equipment and perform related duties; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate amounts of weight; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment requiring repetitive hand movement and fine coordination including use of computer keyboard and weapons; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to verbally communicate to exchange information; Maintain physical abilities to adequately operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color, hearing adequate to distinguish noises, converse on radio, telephone and in person at distances of up to 50 feet; and detect unusual sounds, voice volume and speech clarity to command during an emergency.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

\*Management has the right to add or change these duties of the position at any time.