

POLICE CAPTAIN

Definition:

Under administrative direction administers and participates in the activities of an assigned division. Manages and evaluates staff, budget and technical resources; participates as a member of the Police Management Team; performs sworn police duties in the prevention of crime and the enforcement of law and order, public safety and the protection of life and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, directs, administers and evaluates the programs, functions and services of a division within the Police Department.

Manages the selection, training, supervision and evaluation of assigned staff.

Establishes division goals and objectives and employee development plans.

Approves work schedules, staffing and resource allocations.

Directs internal affairs investigations.

Resolves major problems or complaints related to officer conduct, division practices or sensitive community issues.

Establishes division work standards and procedures and evaluates division performance.

Recommends the division budget and oversees operating, capital improvement and personnel related expenditures.

Cultivates relationships with other law enforcement agencies and community associations.

Acts as liaison with neighborhood groups, business and civic organizations.

Evaluates community based policing methods and practices and needs.

Prepares and makes oral presentations to a variety of groups.

Participates as a member of the Police Department Management Team.

Operates a computer to prepare a variety of reports and correspondence.

Performs work requiring good physical condition.

Drives a vehicle on City business.

Serves as Acting Police Chief or as a commander for other divisions as needed.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Lifts and moves equipment and other items weighing 50 pounds or less.

Class Characteristics:

Police Captain is a multi-incumbent sworn management position in the Police Department with specific responsibility for the administration and functions of a division. Incumbents coordinate assigned operations with other Captains and managers and provide leadership and direction to Lieutenants, Sergeants and other staff as assigned. Duties require the highest level of initiative and judgment over a wide variety of situations.

Contacts and Relationships:

A Police Captain establishes and maintains contact with other Police Department and City staff, other law enforcement personnel and law enforcement representatives. Contact will occur with civic, community and neighborhood groups and businesses and court officials. Additional contact will occur with a wide variety of other individuals including court officials and the public and may include suspects, criminals, victims and witnesses.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

English usage, spelling and grammar.

Police and public administration principles and practices and theory

Police Department organization, administration, policies, practices, procedures, goals and objectives, rules, regulations and equipment.

Management and leadership theory; effective supervisory principles and techniques.

Budgeting principles and practices.

Team management principles and concepts.

State and Federal laws and rules related to area assigned including those governing criminal evidence, search and seizure and arrest and custody.

Contemporary community based policing, patrol, traffic enforcement, criminal investigation, communications, and police records management theory and practices.

Penal code regulations, criminal procedures and the Peace Officer Bill of Rights.

Computer applications related to area assigned.

AND

Ability to:

Establish goals and manage the functions, programs and staff of a division of the Police Department.

Develop and maintain division policies and performance standards and administer employee disciplinary actions.

Prepare and present comprehensive and accurate oral and written reports and make effective public presentations.

Meet the public with courtesy and tact.

Manage employee selection, development, supervision and evaluation and coordinate, direct and organize the work of others.

Administer the division budget and recommend capital expenditures.

Establish division priorities, staffing levels and work structure.

Analyze complex management problems and develop and evaluate alternatives and exercise leadership in adopting effective courses of action.

Operate a personal computer and use applicable software.

Use applicable weapons.

Understand and carry out oral and written instructions independently.

Communicate effective orally and in writing in English.

Establish and maintain effective relationships with those contacted in the course of work and work under strict law enforcement structure.

Exercise self control and independent and sound judgment in evaluating situations and in emergency/hazardous situations and make quick, effective and reasonable decisions.

Mandatory Requirements Include:

Education:

Bachelors Degree from an accredited college or university in a related field and possession of a California Commission on Peace Officers Standards and Training (POST) Management Certificate.

AND

Experience:

Eight years of experience as a full-time peace officer including two years of full-time experience as a Police Lieutenant and current rank of Lieutenant.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

The City of Fullerton's Conflict of Interest Code requires that a Police Captain file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs.

Non-Required Skills / Abilities / Experiences / Certifications / Education Which may be Helpful or Preferred Include:

One year of graduate level work in Management or Public Administration.

Physical Tasks and Working Conditions Include the Following:

Work is normally performed in an office environment. Some work occurs on-site when responding to calls/incidents. When responding to occasional calls/incidents there may be full exposure to the elements and an incumbent may perform strenuous physical activity for periods of time requiring physical strength and endurance. In the office, an incumbent uses a computer, keyboard and related equipment, walks, sits and stands for periods of time. An incumbent drives a vehicle on City business and when on-site, may run on slippery/uneven surfaces, climb ladders and stairs, walk on ledges, jump down from elevated places, kneel, crouch, twist, reach, bend, crawl in confined spaces and grasp, move, lift, carry, push, pull and drag equipment and other items weighing up to 50 pounds. Incumbents may occasionally perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain

entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing up to 150 pounds. During the course of some tasks, an incumbent may be exposed to blood, other bodily fluids/products, communicable diseases, extreme noise, grease/oil, a variety of fumes, solvents and chemicals, electrical hazards, vehicular traffic and smoke. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

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