

CITY OF COLTON POLICE CAPTAIN

DEFINITION:

Under the administrative direction of the Police Chief, oversee and direct the day-to-day operations and services of the Police Department which may include having a direct managerial influence on the Support Services Division, Patrol Division, Detective Division, and all administrative functions; assist in the coordination of department activities with other City officials or outside agencies; research and apply for grants to retain additional police services and/or personnel; perform special projects at the request of the Police Chief; provide responsible and complex administrative support to the Police Chief.

DISTINGUISHING CHARACTERISTICS:

The **Police Captain** is a management level class within the Police Officer class series and is responsible for the day-to-day operations of the Police Department which may include planning, organizing, directing and coordinating the activities of the department. This classification is distinguished from the next higher classification of Police Chief by its limited management responsibility for the department as compared to the Police Chief.

SUPERVISION EXERCISED:

Exercises direct supervision over professional, technical, clerical, and volunteer Police Department staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assume day-to-day operational responsibility for all Police Department activities and services including activities associated with the various divisions and units within the department.
- Assist in the development, implementation, and maintenance of Police Department goals, objectives, policies, and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Plan, direct, organize, and review the work of the Patrol, Detective and Support Services Division.
- Review and evaluate service delivery methods and systems within each of the Police Divisions including administrative and support systems and internal relationships; identify opportunities for improvement and make recommendation to the Police Chief to enhance services.
- Review the selection and evaluation programs for Police Department personnel; provide and/or ensure that personnel receive training; identify and resolve staff deficiencies; recommend and/or execute discipline and/or termination procedures.
- Research, draft and apply for Police Department grants to improve services and/or add police personnel; assume responsibility of overseeing and administering grants received.
- Respond to questions and inquiries from the general public.
- Review and update Police Department general orders and other policy and procedure documents as is appropriate and necessary.

- Conduct and perform special projects at the request of the Police Chief; prepare crime analysis statistics; brief the Chief on new and/or existing crime trends.
- Assume departmental command during the absence of the Police Chief as assigned.
- Assist the Police Chief in the overall management of the Police Department budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as is necessary.
- Propose, justify, and defend department programs, operations and activities; negotiate and resolve controversial department issues.
- Attend and participate in professional and community meetings as necessary; stay current on issues relative to the field of Public Safety and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Perform other related duties as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer key board. Additionally, the position requires near, far, and color vision in viewing crime scenes and evidence and firing a weapon. As a law enforcement officer, the incumbent may be required to run in pursuit and subdue suspects while taking them into custody; walk on uneven and slippery surfaces, and climb ladders. Occasionally, this position may be required to work outdoors in all weather conditions, around loud noise, and moving vehicles. Incumbents may also be subjected to physical threats, verbal abuse, and other stressful situations.

QUALIFICATIONS:**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, abilities, and skills necessary for a Police Captain. A typical way of obtaining the required qualifications is to possess the equivalent of six years of broad and directly related experience in policing including three years of management experience and a bachelor's degree in Criminal Justice, Public Administration, Business Administration or a related field.

License/Certificate:

Possession of a valid class C California driver's license.

Possession of, or ability to obtain, a valid and appropriate managerial POST certificate.

Possession of a Bachelor's Degree or ability to obtain the degree within the probationary period.

KNOWLEDGE/ABILITIES/SKILLS:**Knowledge of:**

Modern principles, practices, and techniques of police administration, organization, and operation.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property.

Applicable laws, ordinances, and regulations affecting the work of the department.

Operational characteristics of firearms and other modern police equipment.

Functions and objectives of Federal, State, and local law enforcement agencies.

Principles and practices of budget administration.

Occupational hazards and standard safety practices.

Modern office equipment including a computer and applicable software.

Ability to:

Effectively plan, direct, supervise, and coordinate the work of the Police Department.

Analyze complex police problems and determine appropriate actions.

Communicate clearly and concisely both orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Supervise, train, and evaluate assigned staff.

Meet and deal with the public tactfully and effectively.

Select and supervise subordinate staff.

Analyze and evaluate new and existing service delivery methods and standard operating procedures.

Make adjustments to standard operating procedures as is appropriate.

Work independently.

Establish and maintain effective working relationships.

Skills:

Perform cardiopulmonary resuscitation.

Operate a motor vehicle.

Operate a variety of assigned weapons.

APPROVED BY COUNCIL: February 17, 1998

REVISED: 10/11/00

Human Resource Review On file in the HR Dept.

10/12/00

Date

City Manager Approval On file in the HR Dept.

10/12/00

Date