

POLICE CAPTAIN

DEFINITION

Under general supervision, to plan, direct and coordinate the law enforcement activities of the Town; to provide highly responsible and technical staff assistance to the Chief of Police.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Chief of Police.

Responsibilities include direct supervision of professional, technical and clerical personnel in the Police Department.

EXAMPLES OF DUTIES

- Plans, directs and coordinates the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Helps establish procedures and directs compliance with procedures.
- Evaluates the performance of personnel and directs the training.
- Evaluates personnel and equipment needs and submits annual budget requests.
- Coordinates activities of the department with other law enforcement agencies.
- Investigates citizen complaints against department personnel and recommends appropriate action.
- Reviews crime reports and directs the investigation of crimes.
- Confers with the Chief of Police and other members of Staff on general departmental policies.
- Acts for the Chief during his/her absence or at his/her direction.
- Performs related duties as assigned.

QUALIFICATIONS

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, records management, and care and custody of persons and property.
- Laws, ordinances and regulations affecting the work of the Department.
- Principles of budgeting.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Plan, direct, supervise and coordinate the work of the Police Department.
- Develop and administer sound departmental policies.
- Properly interpret and make decisions in accordance with laws, regulations and policies.

Experience and Education

Five (5) years of police work, at least one (1) year of which must be of increasingly responsible supervisory experience.

Equivalent to an Associates of Arts degree from an accredited college with major work in public administration, police administration or a closely related field, a Bachelors degree is highly desirable.

Licenses

Possession of a valid California Class C driver's license and a satisfactory driving record obtained from the Department of Motor Vehicles

Certification

Possession of the Peace Officer Standard and Training (POST) Management Certificate.

Physical Demands

The physical demands and working environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this job the employee is frequently required to sit and talk or hear, stand and/or walk; use hands to finger coordination; handle, or operate mechanical objects, controls, or tools; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl; and taste or smell. The employee may occasionally be required to lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.