

January 2013

**POLICE CAPTAIN**  
**Salary Range 32: (Management Salary Schedule)**

**DEFINITION**

To assist in the development and implementation of Police Department goals, objectives, policies and priorities; to direct, manage, supervise, and coordinate the personnel and activities of a major division within the Police Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; to serve as Acting Chief in Police Chief's absence; and to provide responsible administrative support to the Police Chief.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Police Chief. Exercises direct supervision over sworn and non-sworn management, supervisory, professional, technical, and clerical staff.

**DISTINGUISHING CHARACTERISTICS**

The Police Captain is distinguished from the Police Chief in that the latter is the department head with overall responsibility for the activities of the Police Department. This class is distinguished from the Police Lieutenant in that the former has the responsibility of directing, managing, supervising, and coordinating the personnel and activities of a major division within the Police Department while the latter has responsibility for supervising the personnel and activities of either the Operations Division or Support Services Division of the Police Department.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Assume management responsibility for all services and activities within a major division of the Police Department which may include field operations, investigations, communications, public services and programs, and administration; recommend and administer policies and procedures.
- Manage the development and implementation of division goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Represent the Police Department to other City departments, elected officials and outside agencies; explain, justify, and support Police Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

- Select, train, motivate, and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plan, direct, and coordinate, through subordinate level managers, the division's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the division's budget; direct and forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments.
- Coordinate Police Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- Confer with citizens and City officials on law enforcement problems; assist in the development of innovative law enforcement policies; make public presentations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- May respond to calls for protection of life and property and perform enforcement duties.
- Act as Police Chief in Chief's absence.
- Perform related duties and responsibilities as required.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive municipal law enforcement program
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Modern and complex principles and practices of program development and administration
- Modern principles, practices, and techniques of police science and operations
- Advanced principles and practices of municipal budget preparation and administration
- Recent developments, current literature and sources of information related to police science and public safety
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state, and local laws, codes, and regulations
- Records management principles and practices
- English usage, grammar, spelling, and punctuation

- Computer applications related to work

**Ability to:**

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility
- Select, supervise, train, and evaluate staff
- Provide administrative and professional leadership and direction for the Police Department
- Identify and respond to community and City Council issues, concerns, and needs; make public presentations, using a variety of communications forms
- Use tact, initiative, prudence and independent judgement within general policy, procedural, and legal guidelines
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient municipal law enforcement services
- Prepare and administer large and complex budgets; analyze budget and technical reports; allocate limited resources in a cost effective manner
- 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, procedures and techniques
- Prepare clear and concise administrative and financial reports
- Properly use firearms and other work-related equipment
- Interpret and apply federal, state, and local policies, procedures, laws and regulations
- Use English to effectively communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives
- Use computer technology and applications in the performance of daily activities
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications:**

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

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

**AND**

- Eight (8) years of increasingly responsible experience in a municipal police department including at least one (1) year of experience as a Police Lieutenant with the City of Rocklin or two (2) years of management and administrative experience for a municipal police department.

**AND**

- Possession of a POST Management Certificate

**AND**

- Possession of a POST Advanced Certificate

**GENERAL QUALIFICATIONS**

**License Requirements:**

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

The incumbent appointed to this position must be physically able to perform the duties of this position, including the mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office duties or field work; lift or carry weight up to 50 pounds; strength and stamina to perform law enforcement duties including making arrests; manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.