CITY OF EL CERRITO

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.*

DEFINITION

As Second-in-Command of the Police Department, the Captain oversees operational activities of department personnel; provides administrative support to the Chief of Police; manages and evaluates the budget and public safety programs and activities; and plays a key leadership role as a member of the department's management team.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police.

Exercises direct supervision over professional staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Plans, directs, manages and evaluates all programs, functions and services of the Department

Oversees all Department Operations and acts as the Acting Chief of Police on a relief basis

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, develop departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for law enforcement staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Cultivate relationships with members of the public, community groups, media other City Departments.

Receive and review written cases and reports from law enforcement personnel; ensure completeness and accuracy

Essential Functions: (continued)

Supervise and approve Department purchasing activities; prepare purchase orders; confer with vendors on cost estimates and product quality.

Manage the evaluation of all personnel; provide or coordinate staff training; work with supervisors to correct deficiencies; implement discipline and termination procedures.

Establish performance standards, goals, and objectives. Evaluate division performance while planning future and long term achievements

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 and approve expenditures; implement adjustments.

Management of Grant applications and funds received.

Respond to and resolve sensitive and controversial issues, including those involving personnel matters or citizen complaints

Review personnel complaint investigations and advise the Chief of Police on findings

Serve as staff on a variety of boards, commissions and committees as a City representative; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Chief of Police.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a municipal law enforcement program.

Modern police practices, procedures, methods and equipment.

Principles and practices of program development and administration.

Methods and techniques of criminal investigations and incident response.

Operational characteristics of law enforcement vehicles and equipment including firearms.

Rules governing the maintenance and release of evidence and records.

Principles and practices of municipal budget preparation and administration

Knowledge of: (continued)

Principles of business letter writing and basic report preparation.

Principles of personnel management including the Public Safety Officers' Bill of Rights

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Risk Management practices.

Ability to:

Oversee and participate in the management of a comprehensive law enforcement program.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer 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.

Operate and maintain a variety of law enforcement equipment including firearms in a safe and effective manner.

Respond to and oversee the initial investigation of criminal incidents.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Assimilate information, process logically, and make sound decisions

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
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:

Experience:

Seven years of increasingly responsible law enforcement experience including three years of administrative and supervisory responsibility at the rank of Police Lieutenant or higher.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, police science, criminal justice or a related field. A Masters Degree is preferred.

License or Certificate

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

Possession of a valid POST management certificate

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally to Frequently	up to 10 lbs:	Occasionally
Walking:	Occasionally to Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Never
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

PHYSICAL DEMANDS (continued)

Coordination	-	Eye-hand:	Occasionally to Frequently
		Eye-hand-foot:	Never to Frequently
		Driving:	Occasionally to Frequently
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.