

CITY OF COVINA

POLICE CAPTAIN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, manages, plans, organizes and directs all police operations or may be assigned multiple bureaus or divisions, including patrol operations and administration bureaus of the Police Department; performs complex and highly responsible planning and supervisory duties associated with the crime prevention and law enforcement activities of the City; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Captain** is the management level class responsible for providing assistance in directing all police operations or may be assigned multiple bureaus or divisions, including patrol operations and administration bureaus of the Police Department. This position also oversees detective functions, administrative records, communications, jail operations, the traffic unit, training programs, and K-9 operations. This classification is distinguished from the next higher classification of Chief of Police in that the latter has overall management responsibility for the Police Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Chief of Police. Exercises direct supervision over sworn and non-sworn personnel.

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

- Accepts management responsibility for all police operations or may be assigned multiple bureaus or divisions, including patrol operations and administration bureaus of the Police Department; performs complex and highly responsible planning and supervisory duties associated with the crime prevention and law enforcement activities of the City.
- Assists the Chief of Police in administrative and management techniques and problems by coordinating investigating policies and procedures throughout the Department.
- Adapts new procedures and practices for use by the Department; organizes and supervises the departmental training program, the purchasing of departmental equipment and the maintenance of purchase records.
- Directs coordination of the detective functions, administrative records, communications, jail operations, the traffic unit, training programs and K-9 operations.
- Takes command of all major crime investigations and disasters in the absence of the Chief of Police.

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- Directs the assignment and activities of law enforcement personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of Bureau members to ensure compliance with applicable Federal, State and local laws, codes and regulations.
- Participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials and supplies; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Supervises, reviews and participates in the preparation of reports, , other written material and the maintenance of departmental records; maintains continuing statistics on crime and other information necessary for police efficiency.
- Responds to the most difficult inquiries and requests for information; represents the department with other law enforcement services and allied agencies, other city departments, civic groups and the public.
- Assumes command of the Department in the absence of the Chief of Police.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons and potential physical violence in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The need to lift 25 pounds or more is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Captain**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of professional police experience, including at least two years at the Police Lieutenant level, and a bachelor's degree from an accredited university in criminal justice, public administration or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license, and possession of an Advanced Certificate from P.O.S.T. Possession of a P.O.S.T. Management Certificate, P.O.S.T. Command College diploma or F.B.I. National Academy diploma is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of police administration, organization and operation; criminal law and investigation; police training; sources of police records, statistics and reports; professional police administration and control of delinquency; rules of evidence and the laws governing the custody of persons; extent on limitations of police powers; principles and practices of program and budget development, administration and evaluation; administrative and technical aspects of crime prevention and law enforcement activities, including investigation and identification, patrol, traffic control, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; applicable federal, state and local laws, codes and regulations; principles of law enforcement information systems, methods and techniques of supervision, training and motivation; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; analyze law enforcement problems and adopt an effective course for police personnel; prepare accurate and comprehensive reports; establish and maintain effective public relations; plan and organize the work of a police department; supervise police and specialized personnel in the performance of shift and technical duties; deal tactfully with the public in the handling of difficult police problems; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; effectively operate specialized law enforcement automated information and communication systems.