

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.*

SUMMARY DESCRIPTION

Plans, directs, supervises, controls and coordinates the activities of one of two divisions (Field Service or Support Services) within the Department. Acts as part of the Departmental Management Team, and may act as Chief of Police in his/her absence. Exercises direct and indirect supervision over sworn and civilian departmental employees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, develop, recommend and implement departmental policy and procedures.
2. Plan, organize and deploy departmental personnel to meet departmental and divisional goals.
3. Monitor and evaluate the activities and establish standards and performance for department personnel and programs.
4. Plan and direct the maintenance of all police records, court documents and emergency communications.
5. Oversees operations in the Field Services Division or Support Services Division.
6. Coordinate and evaluate the City's Animal Shelter program.
7. Assist in the evaluation and monitoring of the departmental budget.
8. Develop, prepare and monitor various criminal justice grant projects.
9. Prepare required reports and presentations.
10. Organize and direct departmental crime prevention activities.
11. Manage internal affairs investigations and provide for follow-up investigation of citizen complaints, as necessary.
12. Attend various City and community meetings as a departmental or City representative; may be required to participate in service organizations within the City of Antioch.
13. Evaluate overall departmental efficiency through the department's monthly statistical crime analysis reports.

14. Plan, organize and implement training requirements of subordinate personnel.
15. Recommend and maintain department discipline in accordance with City and departmental procedures.
16. May command the department in the Chief's absence.
17. Perform other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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, care and custody of persons and property and juvenile delinquency control.
- Laws, ordinances and regulations affecting the work of the department, including the California Penal Code, Vehicle Code, Health and Safety Code and relevant provisions of other state codes.
- Law enforcement computer systems.
- Use of firearms and other modern police equipment.
- Local concerns and political issues.
- Principles and practices of organization, budget and personnel management in municipal government.

Ability to:

- Plan, direct, manage and coordinate the work of a major division within the Police Department.
- Develop and administer sound departmental policies.
- Interpret and make decisions in accordance with applicable laws, regulations and policies.
- Meet the physical requirements established by the department.
- Communicate clearly and concisely, both orally and in writing.
- Act quickly and calmly in emergencies.
- Establish and maintain an effective work relationship with those contacted in the performance of required duties.
- Work effectively with a variety of community groups.

Education and Experience Guidelines

Education/Training:

A Bachelors Degree from an accredited college or university, preferably with a major in police science, public administration, or sociology.

Experience:

Ten years of experience in police work, with at least two years in a management capacity.

License or Certificate:

A valid California Motor Vehicle Operator's License and a satisfactory driving record are a condition of hire and of continued employment.

Possession of Advanced, Supervisory, and Management POST Certificates.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a field and office setting; travel from site to site; extensive periods of sitting; some exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc; may be required to work evenings, weekends and holidays.

Physical and Mental Condition: Primary functions require sufficient physical ability and mobility to work in an office and field setting; Normal hearing acuity; proportional weight to height; sound physical, mental and emotional health; normal color vision and visual functions, including no abnormalities or diseases which adversely affect the performance of duty, and visual acuity of not less than 20/40 vision in each eye without correction and corrected to not less than 20/20 in each eye; absence of chronic disease, impairment of bodily function, history of psychosis or psychoneurosis or other disabling defects.

FLSA: Non-Exempt

Adopted: February 1990

Revised: February 2005; April 2014

<p>This class specification identifies the essential functions typically assigned to positions in this class. Other duties <u>not described</u> may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.</p>
