



## Police Captain

Department/Division:	Police/Field Operations or Administration and Investigations
Reports To:	Chief of Police
Provides Direction To:	Police Lieutenants, Police Sergeants, and auxiliary personnel, depending upon position assignment
Exemption Status:	Exempt
Employment Status:	Classified
Date Prepared:	September 30, 2014
Date Revised:	January 25, 2018

### GENERAL PURPOSE

Under administrative direction, manages assigned programs, personnel and operations for the Field Operations Bureau or the Administration and Investigation Bureau of the Police Department; plans and manages staffing, budget, and operations and prepares, reviews, and presents management reports; acts on behalf of Chief of Police during absences; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Police Captain is distinguished from the Police Lieutenant in that it has a greater range of planning, control, and administrative responsibilities for an entire bureau, as opposed to a division or work shift. The Police Captain has more specialized knowledge of departmental policies and greater decision-making authority than the Police Lieutenant.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Plans, organizes, manages, and prioritizes police services programs, special projects, and major assignments performed by subordinate supervisors and personnel within the bureau and participates in ongoing planning sessions, briefings, and meetings; prepares and reviews staff reports.
2. When assigned to the Field Operations Bureau, oversees Day, Swing and Graveyard Divisions and Jail, Traffic, and Parking and Animal Control Sections.
3. When assigned to the Administration and Investigations Bureau, oversees Administrative Services, Records Section, Community Affairs and Investigative Services Divisions, including internal affairs, policy development, budget, grants, claims investigations, crime prevention, and technical support.

## **ESSENTIAL FUNCTIONS (continued)**

4. Analyzes daily and weekly logs and presents management level statistical reports and memos regarding crime incidents, arrest reports, dispatch calls, citations issued, staff hours, projects, and other indicators of bureau effectiveness.
5. Prepares staff reports, presents and comments at city council meetings.
6. Manages and participates in employee selection, training, supervision, and evaluation; consults with subordinate supervisors and Chief of Police regarding disciplinary actions; oversees Skelly Hearings and investigative procedures.
7. Tracks and responds to personnel complaints and inquiries filed internally and the general public; reviews case histories and reports filed by supervisors and other agencies to assure that corrective actions have been taken.
8. Develops and interprets bureau policies and standards; researches equipment, staffing levels, technology applications in concert with division and departmental staff; prepares and administers bureau budget and reports upon the status of various accounts and expenditures, and presents recommendations.
9. Reviews and approves operating and capital budget expenditures within the bureau, including payroll and overtime expenditures, employee expense reimbursements, training and travel fees, and vendor and contractor payments.
10. Monitors crime trends and statistical data to establish goals and objectives and evaluate progress in reducing criminal offenses; prepares specialized law enforcement reports for Department of Justice, Federal Bureau of Investigation, and other emergency planning and public safety agencies.
11. Establishes and maintains working relationships with law enforcement agencies, schools, joint powers authorities, public and private representatives, and responds to inquiries and complaints; participates in and represents bureau and department at various professional meetings, training sessions, and conferences.
12. Coordinates major projects, special events, and bureau studies; proposes changes to ordinances and codes to improve bureau performance.
13. Acts as Police Captain for second bureau or on behalf of the Police Chief during the absence of either position.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Police science principles and practices; budgetary practices; personnel management, training, and supervisory principles and techniques; contracts administration practices and negotiations techniques; community-oriented policing principles; sworn and non-sworn police programs, including jail services, records management, and other services; Federal Constitution rights governing search and seizure and Miranda applications; State laws, Penal Codes, Traffic Codes, Juvenile Codes, Business and Profession Codes, Government Codes, Civil Codes, statutes, Court decisions and case law; local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, arrest and custody of prisoners or contraband; Police Officer Bill of Rights; labor contract requirements related to work and performance standards of staff; self-defense methods and physical restraint techniques; radio codes, transmission procedures and communication techniques; principles of human behavior and conflict resolution techniques; professional training standards; communicable disease control methods and techniques; public relations practices.

### **Ability to:**

Operate and demonstrate use of standard office equipment, police vehicles, communications equipment, and Department weapons; plan, coordinate and manage the work of employees for an assigned shift or bureau; gather, analyze, and evaluate facts of evidence, draw sound conclusions, and prepare and present management reports and statistical records; evaluate operational effectiveness; establish and maintain effective working relationships with staff, police management, City departments, law enforcement agencies, community groups and the general public; communicate effectively, both orally and in writing; participate in employee selection, training, supervision and evaluation; administer budget for assigned functions, activities and programs; analyze management problems and adopt effective courses of action; operate police motor vehicles, radio communications equipment, computer equipment, and firearms and weapons; coordinate, train, supervise, and evaluate the work of employees for an assigned unit or work section; interpret and apply state public safety laws, codes, and local ordinances; convey clear instructions or execute commands; accurately recall circumstances regarding traffic incidents or crime reports; exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations; think logically and maintain alertness in emergency situations; relate effectively with persons from diverse social, ethnic, political and racial backgrounds and age groups.

### **Education/Training/Experience:**

Bachelor's Degree from an accredited four-year college or university with a major in Criminal Science, Public Administration, or a related field is required.

Seven (7) years of local law enforcement work is required, preferably including two (2) years of experience at or above the level of Police Lieutenant.

**Licenses, Certificates; Special Requirements:**

Satisfactory completion of Basic, Intermediate, Advanced and Supervisory P.O.S.T certification is required.

Satisfactory completion of P.O.S.T. Management certification within two years of assignment to this job classification is required.

Valid Class C California driver's license and acceptable driving record.

Ability to work extended hours in order to meet shift needs, complete reports, attend meetings, or conduct police business.

**Age:** Must be 21 years of age or older at time of appointment.

**Citizenship:** Must be a citizen of the United States OR permanent resident alien who is eligible for and has already applied for citizenship.

**Psychological:** Applicants may undergo a psychological assessment by a qualified professional to determine their suitability for the position.

**Background Investigation:** Applicants will undergo a complete, comprehensive, P.O.S.T. approved, background investigation.

**Character:** Applicants must be of good character and reputation. Applicants must not have a record of conviction of a serious offense, or numerous convictions of minor offenses. Credit rating, if established, must be satisfactory.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

Employees are required to operate computer hardware and standard office equipment and firm grasping is required to carry, hold and operate duty equipment. Employees are expected to climb or scale walls, ladders, or steps, carry police safety gear; stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run. Sensory demands include seeing, talking, hearing, and using smell. These positions must be able to push, pull, or drag objects or persons weighing up to 100 pounds or more, administer first aid, and fight in self-defense.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret human behavior; learn and apply new information or new skills; remain calm and use effective judgment in dangerous situations; and interact with citizens, business representatives, City staff, other organizations, safety personnel, school representatives, and the general public.

## **WORK ENVIRONMENT**

The employee constantly works in the field, and in emergency conditions may be exposed to loud noises such as, but not limited to, sirens, alarms, and diesel engines. The employee drives a patrol vehicle or operates other duty equipment depending upon position assignment. The employee occasionally works in the office in a controlled environment during briefings and when preparing police and administrative reports.

These positions require the use of safety helmets, armored vest, earplugs, utility belts, batons, handcuffs, and other specialized duty equipment as well as certification in protective and life saving equipment. These positions are subject to the threat of injury and life threatening hazards as part of police safety operations.