



## **POLICE CAPTAIN**

### **DEFINITION**

Under general direction, plans, directs, manages, and coordinates the personnel and activities of a major division within the Police Department; assists in the development and implementation of department goals, objectives, policies, and priorities; coordinates assigned activities with other City departments, divisions, and outside agencies; serves as Acting Chief in the Police Chief's absence; provides responsible administrative support to the Police Chief; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Police Chief. Exercises direct supervision over sworn and non-sworn management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This is a management level classification responsible for overseeing and directing the activities of a major division within the Police Department. Incumbents perform work that is complex, with significant responsibility for developing and implementing policies and procedures for assigned programs, budget administration, and program evaluation. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Police Lieutenant in that the latter has responsibility for managing the activities of specific units within the assigned division.

### **ESSENTIAL DUTIES**

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

- Plans, directs, manages, coordinates, and evaluates the work of a major division of the Police Department, which may include field operations, investigations, communications, public services and programs, and administration; develops, recommends, and administers policies and procedures.
- Develops and directs the implementation of division goals, objectives, policies, and priorities; establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
- Represents the Police Department to other City departments, elected officials, and outside agencies; explains, justifies, and supports Police Department programs, policies, and activities;

negotiates and resolves sensitive, significant, and controversial issues.

- Selects, trains, motivates, and evaluates Police Department personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Manages and participates in the development and administration of the division's budget; directs and forecasts amount of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs the preparation and implementation of budgetary adjustments.
- Coordinates Police Department activities with other departments and outside agencies and organizations; provides expert staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; makes public presentations.
- Participates on a variety of boards and commissions; attends and participates in professional groups; stays abreast of new trends and innovations in the field of law enforcement
- Confers with citizens and City officials on law enforcement problems; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- May respond to calls for protection of life and property and perform enforcement duties.
- Acts on behalf of the Police Chief in his/her absence as assigned.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **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.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support staff personnel; delegate authority and responsibility.
- Interpret and appropriately apply federal, state, and local policies, procedures, laws, and regulations.
- 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.
- 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.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Maintain composure when dealing with upset and/or irate citizens.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience**

*A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in criminal justice, law enforcement, police science, public or business administration, or a closely related field;

**AND**

Eight (8) years of increasingly responsible supervisory and administrative experience as a sworn law enforcement officer, including at least two (2) years at the rank of lieutenant or above.

### **Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a California Peace Officer Standards and Training (POST) Management Certificate.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to maintain the required firearms qualification, read printed material, and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the mobility as well as physical and mental strength and stamina to respond to emergency situations; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 50 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Additionally, the duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be 21 years of age at time of appointment. Must be a United States citizen or a permanent resident alien who is eligible for and has applied for citizenship. Incumbents must pass a thorough background investigation.

Must be willing to work emergencies as well as evenings, weekends, and holidays. Must meet physical, psychological, and background standards established by POST as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.1(a) and 832.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	Unknown
Revised	January 2013; January 2022
FLSA	Exempt
Salary Schedule	Management Salary Schedule/Range 32