

POLICE CAPTAIN

DEFINITION

Under general direction of the Chief of Police, the Police Captain performs responsible administrative, investigative and technical work in directing the activities of a major division of the Police Department; performs highly responsible and technical staff assistance; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is a division head in the Police Department. Incumbents oversee and administer the operations of a division of the Police Department; either Investigations, Patrol, or Special Operations. This class is distinguished from Police Chief in the latter's level and degree of responsibility for broad oversight of all Department functions. The Police Captain will, in the absence of the Police Chief, assume full command responsibility for the operations of the Police Department.

SUPERVISION RECEIVED

General direction is provided by the Chief of Police.

SUPERVISION EXERCISED

Direct and indirect supervision of sworn and professional staff.

ESSENTIAL DUTIES

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

Assist in the development and implementation of departmental goals, objectives, policies and priorities.

Develop and implement division goals, objectives, policies and priorities.

Plan, direct, supervise, and coordinate a Division within the Police Department.

Develop staffing plan, study crime and other reports to determine trends and make recommendations for changes in organization and operating procedures.

Review operating procedures and make recommendations for improvement.

Assist the Chief of Police in overall departmental budget development and administration.

Oversee and manage the division budget.

ESSENTIAL DUTIES (continued)

Respond to citizen complaints and requests for information.

Coordinate police activities with other City departments, divisions and outside agencies.

Supervise, train and evaluate assigned staff.

Investigate, review and/or oversee disciplinary cases and recommend discipline.

Perform related work as necessary.

Serve as acting Chief of Police as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern police principles, methods, practices, and techniques with particular emphasis in activities of the assigned division.

Pertinent federal, state and local laws and ordinances.

Functions and objectives of federal, state, and local law enforcement agencies.

Departmental rules and regulations.

Methods and practices of police administration.

Principles and practices of organization, administration, budget and personnel management.

Must possess:

Impeccable ethics, integrity, tact, diplomacy, communication skills, good judgment and decisiveness.

Ability to:

Make sound decisions in accordance with laws, regulations, and departmental policies.

Plan, organize, and coordinate the work of subordinate personnel.

Analyze complex police problems.

Communicate clearly and concisely, orally and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Prepare comprehensive and completed written staff work.

Supervise, train, evaluate and develop assigned staff.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six (6) years of current increasingly responsible experience in municipal police work, including at least two (2) years in a supervisory/management capacity at the rank of Police Lieutenant.

Education: At the time of appointment, must possess Bachelor's Degree from an accredited college or university in a related field. Master's Degree preferred.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License and a Police Officer Standard and Training (POST) Management Certificate.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, run and safely lift and move equipment and material weighing up to 45 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents; interact with the public, elected officials, other law enforcement agency representatives and all different levels of City staff in an effective and professional manner; and safely drive to various locations to fulfill assigned duties. Essential duties must be performed with or without reasonable accommodation.

Probationary Period: One (1) Year

P300 Police Captain

August 1998

March 2005

City of Hayward

Police Captain

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Revised: October 2013

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APP GRP: 6

FPPC STATUS: Designated

FLSA STATUS: Exempt