



CITY OF HAYWARD

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Cover Memo

File #: ACT 20-037, **Version:** 1

DATE: May 21, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT

Review the Revised Job Description for Police Captain

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Police Captain classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Police Captain has been updated to align with the Peace Officer qualifications mandated by Title 11 of the California Code of Regulations (CCR). Revisions to the minimum qualifications have been made to reflect progressive experience requirements and industry standards.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Police Captain Job Description - Red Line Version
Attachment III	Police Captain Job Description - Clean Version
Attachment IV	Police Department Org Chart