

POLICE CAPTAIN

NATURE AND VARIETY OF WORK

This is administrative/supervisory and management level law enforcement police work. Typically, incumbents in this class are responsible for directing the activities of one or two specialized functional division(s); interpreting departmental rules and regulations; preparing and monitoring budgets; modifying and enhancing principles and procedures; and representing the Police Chief in public relations functions. Incumbents work independently directing the daily and routine activities of assigned division(s).

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over the work of subordinates.

Directs, plans, organizes and implements the activities of assigned division(s).

Prepares and monitors divisional budgets.

Conducts formal/specialized classroom training.

Works as the operations duty commander.

Reviews and writes correspondence and management, reports.

Assists in program development to counter potential problem areas; i.e., narcotics, riots, demonstrations, hostage situations and other unusual disturbances.

Assists in the establishment and implementation of policies and procedures.

Supervises the production of educational materials for the public, i.e., videos, flyers, handouts.

Reviews disciplinary actions as to the appropriateness of penalties.

Directs projects involving Federal grants.

Directs and coordinates the disposition of confiscated properties.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Comprehensive knowledge of police work, rules, regulations, policies, procedures and ordinances.

Thorough knowledge of the County's geographical areas.

Thorough knowledge of law enforcement.

Thorough knowledge of and familiarization with contemporary police policies and procedures affecting division(s).

Knowledge of current Supreme Courts decisions.

Ability to deal tactfully and diplomatically with elected officials, public, pear groups and subordinates.

Ability to direct/supervise the work of subordinate.

Ability to work and make effective decision under stressful and emergency situations.

MINIMUM QUALIFICATIONS

Graduation from college with a Bachelor's Degree in Law Enforcement, Criminal Justice, Business or Public Administration or closely related field; extensive experience in police work, at least some of which must have been in a supervisory capacity; one years' experience in the rank of Police Lieutenant, supplemented by specialized police training; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

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