



Job Code: 0690
FLSA: E
Unit: MGMT
Revised:

POLICE CAPTAIN

DEFINITION

This is a management position; under the direction of the Chief of Police, to be responsible for the management of a division within the Police Department; as assigned, may act for the Chief of Police in the latter's absence; to perform related work, as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Police Chief. Exercises supervision over Police Lieutenants.

TYPICAL DUTIES

1. Makes recommendations on the proper organization, staffing and operation of assigned division; evaluates division's performance and makes recommendations for improvement.
2. Ensures assigned division operates in compliance with city/department rules and regulations, and goals and objectives.
3. Either directly or through subordinates assigns work; provides direction to subordinate staff; evaluates staff performance, ensures desired performance levels are maintained, participates in personnel actions, to include hiring, disciplining, etc.
4. Assists in the preparation of goals and objectives for assigned division; oversees their accomplishment.
5. Oversees the preparation of and administers assigned division's budget.
6. Coordinates activities of assigned division with other Police Department divisions, City departments, policy agencies.

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MINIMUM QUALIFICATIONS

Knowledge of:

Modern police management principles and practices to include personnel management and budgeting, policing methods and systems.

Skill to:

1. Analyze data
2. Determine police service needs
3. Set goals and objectives
4. Develop, implement, manage and evaluate police programs
5. Write and speak clearly and effectively

Experience:

Two years experience as a Police Lieutenant.

Education:

Bachelor degree in a job related area.

License:

Valid California driver's license.

Eligible to obtain a POST Management Certificate.

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