

City of Emeryville/MESA

Created: 1987

Revised: August 2006

TITLE: POLICE CAPTAIN

Job Code: 1200

DEFINITION:

Receives general directions from the Police Chief, plans, organizes and directs a group of officers and/or support staff and participates in a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, crime prevention and incident investigation; directs and performs specified staff assignments; performs related work as assigned.

CLASS CHARACTERISTICS

Incumbent has significant responsible for formulating and administering policy, developing goals and objectives, supervising staff, administering the division budget, and directing day-to-day activities. This management level position directs the work of Police Sergeants, Patrol Officers and police technical support classes, and forms the Command staff for the Police Department. This class is distinguished from Police Chief, which has overall responsibility for all City-wide police services. This position is at-will, and serves at the pleasure of the Appointing Authority.

Essential and Related Function Statements - Essential and other important responsibilities may include, but are not limited to the following:

Plans, organizes, coordinates, administers and directs the work of a division/bureau of the Police Department, providing patrol and community services, in-depth investigation of crimes and criminal activity, or various operational and support services including jail, evidence, warrants, property and communications services;

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division;

Develops and implements management systems, procedures and standards for program evaluation;

Prepares or directs the preparation of a variety of studies and reports related to current issues and long-range City needs, and develops specific proposals to meet them;

Plans, delegates and oversees execution of division programs and activities;

Participates in the preparation and administration of the division budget;

Directs the selection, supervision and work evaluation of department staff and provides for their training and development;

Interprets departmental policies, and City personnel and MOU provisions;

Prepares or reviews reports for city management, boards, commissions and other organizations;

Works closely with public and private groups and individuals to explain or coordinate proposed programs;

Responds to citizen complaints or inquiries regarding police services, within guidelines coordinates the work of the division with other divisions and city departments, outside agencies or citizen groups;

Ensures compliance of division activities to pertinent codes, regulations and guidelines;
Monitors developments related to division activities, evaluates their impact and implements policy and procedure improvements;

Advises and instructs police personnel in their work and makes reports concerning personnel to the Police Chief.

Provides technical assistance to staff;

Prepares and maintains written reports, records and correspondence;

May provide staff and technical assistance to boards and commissions;

Attend and participate in professional group meetings, staying abreast of new trends and innovation in the field of law enforcement.

Perform related duties as required.

QUALIFICATIONS

Knowledge of modern law enforcement methods and procedures; law enforcement administration; knowledge of patrol, traffic, investigation and identification and crime prevention methods; thorough knowledge and understanding of all laws involving the California Municipal law enforcement operations; knowledge of the purposes, organization procedures and regulations of the City's Police Department.

Ability to apply various techniques and technical equipment in different situations; ability to think and act quickly and effectively in emergencies; ability to demonstrate leadership; ability to plan and direct activities; ability to establish and maintain effective relationships with public officials, subordinates, and the general public.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of increasing responsible experience in law enforcement, including at least three (3) years functioning as a Watch Commander in a Patrol setting (municipal agency experience preferred), and possession of an Advanced Certificate issued by the California Department of Justice Commission on Peace Officers Standards and Training.

Education:

Equivalent to graduation from a four-year college or university with major coursework in police science, criminology, psychology, business administration or a related field.