

CITY OF HEMET

Date Adopted: 5/28/02
New Class
Class Code: 2912

POLICE CAPTAIN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Chief of Police, plans, organizes and directs, through subordinate supervisors, a major division of the Police Department; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Distinguished from the Police Chief who has overall responsibility for directing the department and setting policy. Distinguished from Police Lieutenants who do not have Bureau responsibility (administration, investigation, patrol, traffic services, or emergency preparedness), and do not act for the Police Chief in his absence.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Chief of Police; supervises other units of the organization as directed by the Chief of Police.

EXAMPLES OF DUTIES

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

1. Provides command leadership and supervision for the Operation, Investigative or Administrative Division of the Police Department.
2. Determines patrol and traffic needs in relation to human resources and equipment; evaluates staff deployment; delegates necessary tasks and duties; works to maintain a balanced perspective of priorities to provide the community with a professional and timely response for service.
3. Studies statistical crime data and reports; analyzes levels of criminal activity; determines trends and makes recommendations for changes in organization and operating procedures.
4. Develops and directs departmental goals and objectives, procedures and work standards for his/her divisions and communicates these to field personnel and other employees of the Police Department.
5. 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.
6. Meets and consults with management staff, the public, legal advisors and representatives

of other governmental agencies regarding a variety of law enforcement and civic issues, for the exchange of appropriate information and mutual aid.

7. Plans, organizes, coordinates, administers and directs the work of his/her divisions, providing patrol and community services, in-depth investigation of crimes and criminal activity, and various operational and support services including evidence, communications, records, training and volunteer forces.
8. Monitors developments related to division activities, evaluates their impact and implements appropriate policy and procedure improvements.
9. Coordinates and/or handles internal affairs investigations.
10. Coordinates with Police Financial Officer in preparation of the division budgets and maintains appropriate accountability over the distribution of funds.
11. Assures that services are performed in a competent, efficient manner, utilizing all appropriate communication and information resources to carry out the objectives.
12. Assures that all personnel are adequately trained and appropriately informed regarding their duties and responsibilities.
13. Assures that the operation of assigned division is directed towards meeting the overall goals of the Police Department and the basic law enforcement needs of the City of Hemet.
14. Directs the selection, supervision and work evaluation of division staff and provides for their training and development.
15. Conducts research, prepares and reviews reports, provide staff and technical assistance for City management, boards, commissions and other organizations.
16. Works closely with public and private groups and individuals to explain or coordinate proposed programs.
17. Interprets departmental policies, City Personnel Rules and Regulations, and MOU provisions.
18. Responds to citizen complaints/inquiries regarding police services.
19. Represents the Chief of Police at community events, law enforcement meetings and city government functions.
20. Performs management duties as required.
21. Acts as Chief of Police as directed.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include at least five (5) years progressively responsible police experience, including three (3) years Police Sergeant or equivalent level supervisory experience; and a BA or BS in Police Science, Public Administration, or related field (a Master's degree is desirable).

Licenses/Certificates/Special Requirements

Possession of a valid California class "C" driver's license and a satisfactory driving record.
Possession of a P.O.S.T. Supervisory Certificate.

KNOWLEDGE/ABILITIES

Knowledge of:

Modern police work and law enforcement principles and practices; city, state and federal criminal and traffic laws, ordinances and related court decisions; local law enforcement issues and problems; geography and demographics of the City; municipal budget, preparation and control.

Ability to:

Analyze situations, make effective and reasonable decisions; use firearms and other types of police equipment; use good public relations techniques, interagency communications techniques, prepare and present clear, concise and comprehensive research reports, think clearly and act effectively in emergency situations; maintain appropriate flow of communication and chain of command; identify and inform superiors of sensitive issues/situations; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; supervise division staff.