

CITY OF IRWINDALE

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.*

SUMMARY DESCRIPTION

Under administrative direction, assists in the administration and supervision of the Police Department; directs, manages, supervises, and coordinates activities and operations within the Police Department; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Chief of Police; and assumes command of and responsibility for the department in the absence of the Chief of Police.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists the Chief of Police in planning, directing, coordinating, and controlling Police Department operations.
2. Assumes management responsibility for services, programs, projects, and activities within the Police Department; coordinates the activities of sworn and non-sworn personnel in preserving order, protecting life and property, investigating crimes, and in enforcing laws and municipal ordinances as the operating manager of assigned divisions.
3. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
5. Studies crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organization and operating policies and procedures; prepares reports regarding crime incidents, calls, staffing, projects, and other indicators of department effectiveness and efficiency.
6. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel; oversees the conduct of background investigation; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Participates in the development and administration of the Divisions' annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
9. Researches and develops grants for assigned programs; oversees grant implementation.
10. Oversees and controls the purchasing, maintenance, and inventory of assigned Police Department equipment, vehicles, and property; oversees and participates in major purchases including researching vehicles and equipment, obtaining price quotes, negotiating purchase, preparing staff/Council agenda

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reports, preparing purchase order requests, negotiating with vendor, and disseminating purchased equipment.

11. Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as Incident Commander or other role as needed for the situation.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints; manages and investigates citizen complaints against employees; prepares reports and maintains administrative files; makes recommendations for disciplinary actions.
13. Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies; participates with community relations including public, media, and press relations; serves as staff on a variety of boards, commissions, and committees; participates in coordinating, planning, and scheduling City special events; attends special events planning meetings.
14. Provides responsible staff assistance to the Chief of Police; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; develops and prepares new and revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
16. Serves as acting Chief of Police as assigned; act on behalf of the Chief of Police in the absence of same.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive municipal law enforcement program.

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Principles and practices of law enforcement administration, organization, and management.

Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.

Use of firearms and other modern police equipment.

Principles and practices of program development and administration.

Methods and techniques of public relations.

Recent court decisions and how they affect department operations.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management of assigned divisions of the Police Department.

Effectively plan, direct, supervise, and coordinate the work of assigned divisions of the Police Department.

Oversee, direct, and coordinate the work of lower level staff

Select, supervise, train and evaluate staff.

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Participate in the development and administration of division goals, objectives, and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Respond to requests and inquiries from the general public.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.
Act quickly and calmly in emergencies.
Serve as the Chief of Police as necessary.
Interpret, apply, and make decisions in accordance with applicable Federal, State, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in criminal justice, political science, business or public administration, or a related field.

Experience:

Six years of increasingly responsible law enforcement experience including three years of administrative and supervisory experience at a level comparable to or above a Police Lieutenant.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of a P.O.S.T. Advanced and Supervisory Certificate.
Possession of, or ability to obtain within eighteen months of appointment, a P.O.S.T. Management Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

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Physical: Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates