

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

POLICE CAPTAIN

Definition

Plans, schedules, organizes, supervises, reviews and evaluates the work of field service officers through a subordinate level of supervision; trains sworn staff and provides for their professional development; develops and implements specific departmental operational programs; provides complex administrative and budgetary support to the Chief of Police and acts for the Chief on a relief or as assigned basis; and performs related work as required.

Class Characteristics

This class is at a management level, responsible for planning patrol and public service activities and for assisting the Chief in various administrative areas. While the incumbent may respond to calls for service, the primary responsibilities are managerial, including the coordination of activities throughout the District and with other law enforcement agencies. Responsibilities include the development of specialized programs, such as community-oriented policing, police reserves, and traffic enforcement. This class is distinguished from the Chief of Police in that the latter has overall management responsibility for the Police Department.

Supervision Received and Exercised

Receives general direction from the Chief of Police.

Supervises Police Lieutenants and Sergeants and clerical/administrative staff.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Plans, schedules, organizes, assigns, reviews and evaluates the work of sworn and non-sworn staff; ensures coverage of staff for all shifts and assignments; provides for the training of staff in work procedures and for their professional development.
- Recommends selection, disciplinary and other personnel decisions; counsels employees and administers discipline as required.
- Interprets laws, codes, policies and procedures to staff; ensures legality and consistency of application.
- Assists with the development of goals, objectives, policies, procedures and work standards for the department; assists with development and administration of the budget; prepares and reviews grant requests and assists in the administration of grant funds.
- Oversees sworn personnel selection procedures, including conducting interviews and background investigations.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; monitors contracts for dispatch, booking, incarceration and investigative services, as required.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Investigates and resolves problems with requests for services or complaints regarding police functions.
- Represents the District in meetings with members of other public and private organizations, business, educational and community groups and the public.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative and related duties of an officer and assumes a command role as appropriate; may oversee and

coordinate the work of multi-agency task forces or committees.

- Provides and coordinates mutual aid to other law enforcement agencies in accordance with departmental policy.
- Acts for the Chief of Police on a relief or as assigned basis.

Qualifications

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development and work review and evaluation.
- Functions, services and funding sources of a full-service municipal police department.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill to:

- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Operate the equipment and vehicles of the department in a safe and responsible manner.

Ability to:

- Plan, schedule, assign, supervise, review and evaluate the work of sworn and non-sworn staff.
- Train staff in work procedures and providing for their professional development.
- Assist in performing departmental administrative duties, such as budget development and administration and policy and procedure development.
- Observe and accurately recall faces, names, descriptive characteristics, and facts of incidents and places.
- Interpret, apply and explain complex laws, codes, regulations and ordinances
- Exercise self-control and independent and sound judgment in evaluating situations and in emergency/hazardous situations and make quick, effective and reasonable decisions.
- Prepare clear, accurate and grammatically correct reports, records and other written materials.
- Make sound, independent decisions as a shift leader and in emergency situations.
- Identify and demonstrate responsiveness to community issues, concerns and needs.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Education: Equivalent to graduation from a four year college or university with major course work in criminology, law enforcement, social or police science, public administration or a field related to the work

Experience: Four years of supervisory experience in the police service equivalent to the level of Sergeant or above. Additional supervisory experience can be substituted for the education on a year-for-year basis to a maximum of two years.

License: Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid advance certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Working Conditions: Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials and all weather conditions.

Physical Demands: Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups.