

## 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**

To provide day to day oversight over all of the divisions within the City's Police Department; to exercise management oversight of criminal, accident and/or internal investigations and crime prevention; and to provide complex administrative support to the Police Chief. This position may be directed to oversee either the Field Services Division or the Administrative Services Division.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Police Chief.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Plans, organizes and directs assigned operations or service activities of a bureau of the Police Department which may include Operations, Field Services, or Administrative and Support Services Bureaus; recommends and administers policies and procedures.
2. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures; issues directives to department supervisors; attends and/or conducts various staff meetings; composes and distributes various written communications.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned operations and staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Reviews and audits crime and accident reports for accuracy and completeness; monitors major criminal, accident or internal investigations or accidents; analyzes crime patterns, frequency, traffic accident patterns and other information.
6. Coordinates the release of press information to various media representatives; explains department actions as appropriate.
7. Reviews recent case law, changes in administrative procedures and related procedures and laws; evaluates impact on bureau operations; makes recommendations as required.
8. Reviews complaints and violations of policy and procedures; make recommendations on disciplinary action.
9. Trains, motivates and evaluates department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and recommend termination procedures as appropriate; interviews and recommends candidates for hiring.

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10. Develops and administers the department budget; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Represents the Police Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides staff assistance to the Police Chief; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays current on new trends and innovations in the field of law enforcement.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
16. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive law enforcement agency including operations, administrative and support services.

Modern and complex principles and practices of law enforcement.

Laws governing the rights of citizens including apprehension, arrest and custody procedures.

Use of firearms and modern police equipment.

Recent court decisions which impact law enforcement.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

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

**Ability to:**

Oversee the activities of a comprehensive law enforcement bureau including operations, administrative and support services.

Administer departmental goals, objectives and procedures.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Evaluate crime statistics and develop appropriate response.

Organize and coordinate the work of lower level staff.

Analyze legal issues affecting operations and make recommendations on appropriate response.

Select, supervise, train and evaluate staff.

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 reports.

Prepare and administer large and complex budgets.

Interpret and apply 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.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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**Experience and Training Guidelines**

*Minimum requirements as a condition of hire:*

**Experience:**

Ten years of law enforcement experience including two years at a supervisory rank of police lieutenant or above as the latest position held at the time of application.

**Training:**

BA/BS Degree in criminology, law enforcement, social sciences, public administration, or a related field from an accredited college or university. MA/MS desirable.

**Licenses and Certifications**

Possession of a State of California driver license.  
Possession of Management P.O.S.T. certificate.  
POST Command College, FBI National Academy highly desirable.

**Environmental Conditions:**

Indoor/field environment; emergency peace control enforcement; exposure to potentially hostile environments; moving objects/vehicles.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for heavy or moderate lifting; walking, climbing, sitting or standing for prolonged periods of time; the ability to maintain department qualification standards with all firearms and weapons essential to performance of duties; operate assigned vehicle.