

## 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**

Manages the day-to-day operations of the Police Department; coordinates patrol and other law enforcement program activities; and performs other work as required.

### **DISTINGUISHING CHARACTERISTICS**

Captains in this department are utilized as follows:

There are two divisions within our organization each headed by a Captain. The Patrol Division and the Support Services Division.

**The Patrol Division** is comprised of our uniformed Patrol Officers and Patrol Sergeants. The Patrol Division is currently working a 12 hour work schedule. We employ a dayshift and a nightshift on each side of the week. Each side of the week is comprised of two teams, with one Sergeant and two officers for each team, for a total of four Patrol Sergeants and eight Patrol Officers. At full staffing, each side of the week is assigned a relief officer that is designed to relieve a day shift officer or night shift officer working their same cycle of days/nights. When the relief officer is not working a relief assignment they provide overlap patrol typically from 1500 hrs. to 0300 hrs.

**The Support Services Division** is comprised of our non sworn employees working in the following capacities: Records, 9-1-1 Dispatch, Community Services Officer, Code Enforcement Officer, Dispatch/Records Supervisor, Volunteers (SHIELD and Cadets). It includes some of our sworn officers assigned to investigations and as our School Resource Officer.

Each Captain has the responsibility for managing and coordinating a significant portion of the day-to day law enforcement operations of the Police Department within their respective divisions.

### **SUPERVISION RECEIVED/EXERCISED**

Direction is provided by the Chief of Police. Supervisory responsibility entails direct supervision of Police Sergeants and Police Services Administrative Supervisor and direct and indirect supervision of other department staff.

### **ESSENTIAL DUTIES**

Supervises, coordinates, evaluates and directs much of the day-to-day law enforcement operations; schedules shift rotations, vacation, and training activities for the department; coordinates training activities to assure officer proficiency and compliance with legal mandates; serves as the department liaison with the news media and prepares press releases regarding department activities; responds to and attempts to resolve citizen complaints;

conducts or directs the conduct of internal affairs investigations regarding possible officer misconduct; manages the purchase and replacement of equipment; insures the compliance of personnel with department rules and policies; coordinates department recruitment, testing, and background investigative activities; may provide backup or supervision during incident responses and investigations; coordinates department activities and represents the department during disaster and hazardous materials response; maintains contacts with other law enforcement agencies and acts as the department liaison for communications and dispatch issues; oversees special event contacts and staffing; assists in the review of policies and department procedures; serves as department liaison with local schools, hospitals, and citizen's committees; may act for the Chief of Police in the Chief's absence.

### **OTHER DUTIES**

May serve as a watch commander or backup on patrol activities; assists in developing information for the preparation of the department budget requests.

### **QUALIFICATIONS**

#### **Experience/Education**

Sufficient experience and education in law enforcement supervision and management to effectively supervise the City's day-to-day law enforcement activities. A typical way of obtaining the required qualifications is to possess the equivalent of five years of law enforcement experience equivalent to that of a Police Sergeant with the City of Placerville. A Bachelor of Arts Degree in Police Science or related degree or an advanced supervisory or management certificate issued by POST may be substituted for two years of experience.

#### **Knowledge/Skill/Ability**

Comprehensive knowledge of modern principles, methods and procedures of law enforcement administration and management, including patrol, crime prevention, and investigation; principles of supervision, training, and discipline of law enforcement and other personnel; laws, ordinances, regulations, and recent court decisions affecting the responsibilities and work of law enforcement agencies including those regarding the apprehension, arrest, and custody of persons accused of felonies and misdemeanors; rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court; criminal investigation, interrogation, fingerprinting, and booking; recent court decisions on arrest procedures and handling of detained persons and property. General knowledge of the use and care of firearms; processing of police records and public reports; emergency procedures related to disasters and hazardous materials response; public relations techniques. Ability to assign, supervise, train, motivate, evaluate, and coordinate the work of law enforcement and support staff; interpret and apply policies, laws, rules, ordinances, and regulations; provide clear and understandable oral and written directions; direct and review the preparation of accurate incident and case reports; think quickly and act calmly in emergency situations; secure information from witnesses and suspects in the field; proficiently use and care for firearms and other law enforcement equipment; tactfully and effectively represent the department to individuals, community groups, and other government agencies.

#### **Working Conditions**

Position requires sitting, standing, walking, reaching, twisting, kneeling, bending, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination writing reports, and using a computer keyboard. Additionally, the position requires near, far, night, and color vision in reading reports, using the computer, looking at physical evidence, or reviewing a crime scene and acute

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hearing is required when interacting with the public and employees. As a law enforcement officer the incumbent may be required to subdue a suspect while taking them into custody; walking or running on uneven and slippery surfaces. Periodically when responding to crime scenes or emergencies the position may require the incumbent to work outdoors in all weather conditions and be subjected to loud siren noise. The incumbent also must be available to be called for local or law enforcement emergencies, attend meetings in various other towns and cities, work irregular or extended hours to attend various community meetings and work with constant interruptions, and with demanding angry suspects and members of the public.

**LICENSE/CERTIFICATE:**

Possession of a Class C California driver's license by date of appointment. Possession of a supervisory certificate issued by the California Commission on Peace Officer Standards and Training (POST).