

City of Sebastopol Job Description

Job Title:	Police Captain
Division:	Public Safety
Department:	Police Department
Location:	Police Building
Shift:	As Required
Reports To:	Police Chief
Prepared by:	Police Chief
Approved By:	City Council
Approved Date:	November 1, 2022
FLSA Status:	Exempt

PURPOSE

At the direction of the Chief of Police, the Police Captain directs, manages, supervises, and coordinates daily operations and special programs of the Police Department and provides complex administrative support to the Chief of Police. The Police Captain exercises direct supervision of all sworn, non-sworn, civilian, and volunteer personnel who are subordinate, to ensure the efficient and orderly operation of the police department. Responsible for implementation of all aspects of police activity, as defined and related to the police profession. The Police Captain is second-in-command and serves as Acting Chief of Police in the Chief's absence. As a management position, the Police Captain is excluded from classifications listed in the 'Police Unit' bargaining unit.

DISTINGUISHING CHARACTERISTICS

This management classification is distinguished from the Police Lieutenant class in that it includes full administrative responsibility and accountability for the operations and activities of the department. Within the general direction of departmental objectives, and policy and budget guidelines, the Police Captain exercises considerable independent judgment in directing and managing police services provided by the Police Department. This class is further distinguished from the Police Chief class in that the latter is responsible for the overall direction, coordination, and evaluation of the Police Department. A Police Captain may act in the capacity of Police Chief in their absence.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief of Police. Responsibilities include direct supervision of up to twenty-five (25) employees in the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

TYPICAL JOB DUTIES include, but are not limited to, the following. Other duties may be assigned.

- Planning, directing, coordinating, and supervising the operation and activities of all personnel in preserving order, protecting life and property, and in enforcing laws and

municipal ordinances.

- Taking a lead role in the development and implementation of policies and procedure and strategic planning.
- Reviewing the work of assigned staff to ensure compliance with departmental policies and procedures.
- Providing overall technical and administrative direction to departmental personnel.
- Assisting in developing and conducting training programs in the various phases of police activities including, but not limited to weapons, tactics, field training programs, and emergency operations that comply with State Commission on POST, recent court decisions and legal mandates.
- Assisting in administrative responsibilities involving the departments purchasing, personnel and community relation functions, and conducting special studies of departmental functions as assigned.
- Assisting in coordinating police activities with other jurisdictions and outside agencies.
- Preparing miscellaneous staff reports and conducting investigations of employee misconduct as required; recommends discipline of personnel for violations of policies or procedures.
- Responding to citizen complaints and/or requests for information.
- Overseeing the recruitment and selection process for employees and monitoring background investigations and other related components of employee candidate processing.
- Responding to and providing necessary coordination and direction at scenes of major field incidents such as bomb threats, officer shootings, etc.
- Assisting in developing, administering, and monitoring departmental budget.
- Representing the department to outside and allied agencies and organizations; participates in outside community and professional groups and committees, providing technical assistance as necessary, such as with mutual aid situation.
- Supervising, training, and evaluating assigned staff.
- Building and maintaining positive working relationships with co-workers, other city employees and the public using professional principles of good professional conduct.
- Responsible for the use, care and condition of equipment and facilities and for the maintenance of safe work practices and conditions, ensuring the department complies with both OSHA and ADA requirements.
- Other related duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

- Extensive knowledge of current police methods and procedures, including patrol, crime prevention, traffic matters, investigative techniques, and personnel matters.
- Principles and practices of organization, budget, and personnel management.
- Criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property.
- Technical and administrative phases of crime prevention and law enforcement including investigations, patrol, traffic control, emergency preparedness, and care and custody of persons and property.
- Pertinent federal, state, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, and traffic and evidence.
- Department and city rules and regulations.
- Functions and objectives of federal, state, and other local law enforcement agencies.
- Principles and practices of supervision, training, and performance evaluation, leadership, motivation, team building and conflict resolution.

Ability to:

- On a continuous basis, analyze budget and technical reports.
- Interpret and evaluate staff reports.
- Know laws, regulations, and codes.
- Observe performance and evaluate staff.
- Problem-solve department related issues.
- Assist in development of various rules, policies, and procedures.
- Explain and interpret policy.
- Supervise, train, and evaluate staff.
- Obtain information through interrogation and interview.
- Analyze situations quickly and objectively and determine proper course of action.
- Meet the physical requirements necessary to perform assigned duties safely and effectively.
- Use and care for firearms.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Plan, direct and supervise a division of the department.
- Recommend improvements to departmental operation and in the rules, regulations and policies governing the department.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain professional and effective working relationships with those contacted in the course of work.

OTHER RESPONSIBILITIES

Must possess extensive knowledge of current police methods and procedures, including patrol, crime prevention, traffic matters, investigative techniques, and personnel matters. Must possess a working knowledge of criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property. Must be able to organize and supervise the work of subordinate officers. Requires the ability to maintain cooperative working relationships with public officials, department employees and the general public. Imperative: Must be strong in the area of statutory laws as they affect enforcement at the municipal level. Must serve as department liaison for interpretation of legal

terminology.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of fifteen (15) years of experience in the police profession with at least five years in a supervisory capacity, at least three of which must be in a command assignment at the rank of Lieutenant or above. Possession of Associate of Arts or Associate of Science Degree (B.A. or B.S. Degree preferred). Possession of a master's degree in an applicable field from an accredited institution is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California Driver's license, P.O.S.T. Advanced and Management Certificate.

OTHER REQUIREMENTS

Citizenship: Must be a citizen of the United States (or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.)

Age: The candidate shall be at least 21 years of age at the time of appointment.

Weight: Weight shall be in good proportion with height

Hearing: The candidate shall have normal hearing.

Vision: The candidate shall possess normal color vision. Each eye must be free of any abnormal condition or disease and acceptably corrected to 20/30.

Physical and Mental Condition: Candidates shall be of sound physical condition; to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, which might adversely affect the exercise of the powers of a peace officer.

(1) Physical condition shall be evaluated by a licensed physician and surgeon.

(2) Emotional and mental condition shall be evaluated by either of the following:

Physicians, surgeons, and psychologists who have met applicable education and training procedures set forth by the Commission on Peace Officer Standards and Training designed for the conduct of preemployment psychological screening of peace officers.

Character and Background: The candidate must successfully complete a background investigation as a condition of initial employment with the Sebastopol Police Department. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgement; and has not been convicted of any felony; or misdemeanors involving moral turpitude.

Language Skills: The ability to speak and understand Spanish is highly desirable, but not required.

WORKING CONDITIONS

Positions in the class are occupied by uniformed and armed police personnel. Shift schedules and job assignments may be rotational. The duties involve both field and office work and may require frequent public contact including difficult or tense situations.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

Work may include prolonged sitting, moderate to heavy lifting, reaching, climbing, stooping, twisting, grasping, crawling, pulling, and pushing activities. The position also emphasizes speech, hearing, and vision attributes.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, in outside weather conditions, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is occasionally loud.