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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **POLICE CAPTAIN**

### **DEFINITION**

Under direction of the Police Chief, supervises the activities of a major division of the Police Department; provides professional and technical assistance to departmental staff in assigned areas of responsibility; performs related work as required.

### **EXAMPLES OF DUTIES**

Plans, organizes, assigns, directs, reviews and evaluates staff and activities in one of two major police service areas:

**Field Operations** - Which includes providing Patrol Section coverage on a 24-hour, 7-day basis, Traffic Section, Community Services Section, and the Special Weapons and Tactics (S.W.A.T.) Team.

**Support Services** – Which includes Records and Communications, Property Section, Intervention Services Section, Investigative Section, Personnel and Training Section, Internal Services and Budget Preparation and Management.

- Assists in the development and implementation of goals, objectives, policies, procedures, work standards and the biennial budget for the department in assigned areas of responsibility.
- Assists in the development and implementation of ordinances rules and regulations to further departmental goals.
- Recommends selection of assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned staff.
- Confers with and provides professional assistance to members of City departments and police staff on matters related to functional areas of responsibility.
- Conducts varied studies; considers alternatives and makes recommendations; prepares a variety of periodic and special reports regarding functional areas of responsibility.
- Represents the City in meetings with representatives of other law enforcement and governmental agencies, professional, business and community organizations, and the public. Handles difficult inquiries or community complaints; makes presentations before various commissions or the City Council.

## **POLICE CAPTAIN**

### **EXAMPLES OF DUTIES (continued)**

- Monitors developments related to police service procedures, techniques and equipment; evaluates their impact upon City operations and recommends policy, procedural and equipment improvements.
- Serves as the Police Chief on a relief basis.

### **QUALIFICATIONS**

#### **Knowledge Of:**

Principles, practices, techniques and equipment for varied law enforcement activities; supervisory principles and methods, including goal setting, budget preparation and administration, training, and work scheduling and evaluation techniques; applicable local, state and federal laws, codes, ordinances, and regulations and appropriate court decisions.

#### **Ability To:**

- Plan, organize, assign, direct, review and evaluate the work of assigned staff; select, train, motivate and evaluate personnel.
- Implement and interpret policies, procedures, goals, objectives and work standards; analyze complex problems, evaluate alternatives and make creative recommendations.
- Direct emergency operations efficiently and effectively; exercise initiative and sound independent judgement within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Prepare clear, concise and competent reports, correspondence and other written materials.

### **OTHER REQUIREMENTS**

Must possess a valid California Driver's license and have a satisfactory driving record. Must possess a Management Certificate issued by the California Commission on Peace Officer Standards and Training. Must possess a bachelor's degree from an accredited four year college with major course work in police science, business, public administration or a related field with a preference for a Master's degree.

Must have at least two years of management experience equivalent to the level of Lieutenant in the Union City Police Department in a municipal or county law enforcement agency.