

CITY OF ARCADIA

POLICE CAPTAIN

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate the programs and activities of the assigned major division of the Police Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; to provide highly responsible and complex administrative support to the Police Chief; and to serve as Police Chief in the absence of the Police Chief.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate and supervise the organization, staffing, and operational activities for the assigned division programs and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the short and long term efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Police Chief; direct the implementation of improvements.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the assigned division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the assigned division annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as a liaison for assigned division with other City departments, divisions and outside agencies; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Police Chief; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures as appropriate.

Conduct field inspections and inspections of department personnel and equipment as necessary.

Participate on a variety of inter-departmental committees; attend and participate in professional group meetings; attend seminars and training courses; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive inquiries and complaints.

Participate in regional planning for multi-jurisdictional events.

Oversee information systems and technology.

Serve as Police Chief upon the absence or request of the Police Chief.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive municipal law enforcement program.

Concepts of tactical and emergency operations management.

Research, application and administration of grant projects.

Information and technology based systems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Concepts and principles of community oriented policing.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of law enforcement program development and administration.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Local geography, City streets, public buildings, and businesses.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate firearms and other modern police equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the assigned division of the Police Department.

Administer the functions of patrol, traffic, investigation, records, information management systems, and specialized units such as K-9, mounted patrol and regional task force operations.

Recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services.

Manage, direct and coordinate the work of management, supervisory, professional, technical, and clerical personnel.

Select, supervise, train and evaluate staff.

Identify and respond to community and Police Chief issues, concerns, and needs.

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, procedures and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

Six years of increasingly responsible law enforcement experience including three years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, public or business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a P.O.S.T. Management Certificate.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, and lift 50 lbs.; some exposure to outdoors; ability to travel to different sites and locations.

Effective Date: October 2020