

**City of Grass Valley
JOB DESCRIPTION**



Police Captain

Department: Police

FLSA: Exempt

Report To: Police Chief

Unit: 1

Adopted: 4/6/1996

Revised: 05/10/2016

SUMMARY OF JOB PURPOSE

To plan, organize, direct, coordinate and supervise the activities associated with the administrative division within the Police Department including investigations, marketing, training, community relations, crime prevention, and risk management among others; to coordinate Police Department activities with other divisions and departments; and to provide highly responsible and complex staff assistance to and under the direction of the Chief of Police.

DISTINGUISHING CHARACTERISTICS

The City of Grass Valley Police Captain is a member of the management staff. As such, his/her duties include assisting in long and short range planning, organizing various programs including, but not limited to, crime prevention, citizen engagement, and community relations. The position of Captain is responsible for administering and developing training programs for police officers to comply with State law and California Peace Officers Standards and Training (POST) as well as ensuring Department compliance with DOJ reporting and compliance, among other mandates. The Captain is also responsible for conducting or overseeing complex criminal investigations and personnel investigations. He/she oversees policy development and adherence as well as the responsibility to manage police evidence and staff. The Captain oversees staff who make mandatory and regular reports to State and Federal agencies in adherence to laws and statutes and also coordinates administrative activities of the Police Department to ensure efficient and effective operations, among other responsibilities. The Captain is the second in command officer of the agency and in the absence of the Chief of Police, the Captain is the executive officer of the Department.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Chief of Police. Supervisory responsibility entails direct supervision of the Police Lieutenant and direct and indirect supervision of other departmental staff.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks):

1. Ability to perform those duties assigned to the rank of Police Lieutenant.
2. Fulfill administrative responsibilities assigned by the Chief of Police.

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JOB DESCRIPTION



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3. Plan organize and assist in the development and implementation of an organizational philosophy with an emphasis on community policing, enforcement efforts, and internal supervision and mentoring.
4. Maintain personal contact with members of the community and ensure the same is being carried out by personnel.
5. Possess tactical knowledge and ability to apply sound tactical decisions; review operational plans and contracts for special events or services; assume Incident Command for critical incidents and major events when needed.
6. Understanding of budget preparation and administration including budget forecasting and analysis.
7. Process citizen complaints and reporting.
8. Ensure staff training, personnel development, and equipment acquisition.
9. Make recommendations regarding the appointment of personnel; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Police Department.
10. Direct and coordinate departmental file and record retention, sealing, and purging pursuant to court order, state law, or City process.
11. Ensure sound evidence practices and provide supervision and oversight related to evidence collection, booking, processing, storage, requests, and disposition and destruction.
12. Ensure the day to day functioning of the department's Records Management and Computer Aided Dispatch System(s), On-Officer or similar camera/audio systems, data message switches, telephone, system(s), CLETS systems, link(s) to other department information management systems, and related systems.
13. Review and analyze reports from subordinates, calls for service, crime data and other reports and activities; determine trends and make recommendations for changes in organization and/or operating procedures and policies, short and long term.
14. Review all disciplinary issues, complaints from citizens, and personnel investigations to ensure compliance with Peace Officer Bill of Rights and State reporting requirements; address and resolve issues.
15. Research and prepare technical and administrative reports; prepare written correspondence.
16. Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
17. May serve as a watch commander or backup on patrol activities.
18. Perform other duties as assigned.
19. Act as the executive officer in-charge in the absence of the Chief of Police.

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JOB DESCRIPTION**



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QUALIFICATIONS

Knowledge of:

1. Contemporary law enforcement principles, practices, techniques and programs.
2. Rules of evidence, rights of citizens, laws pertaining to search, seizure and arrest and court procedures; pertinent local, State, and Federal rules, regulations, and laws
3. Principles and practices of leadership, motivation, team building and conflict resolution.
4. Citizen complaint processing and reporting.
5. Budget, expenditure, and acquisition procedures.
6. Use of firearms and other modern police equipment and communications and information systems.
7. Department rules and regulations.
8. Media sources, communication, and dissemination
9. Safe working practices and risk management
10. Modern office equipment and applicable computer applications
11. Principles and practices of customer service.

Ability to:

1. Supervise, train, and evaluate assigned staff.
2. Analyze situations quickly and objectively and determine a proper course of action.
3. Communicate clearly and concisely, both orally and in writing.
4. Properly interpret and make decisions in accordance with laws, regulations, and policies.
5. Recommend improvements in department operation and in the rules, regulations, and policies governing the Department.
6. Coordinate outside agency service requests.
7. On a continuous basis, know and understand all aspects of a sworn Police Officer's job; 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; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; and explain and interpret laws and policy.
8. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; push, pull, climb, run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment

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JOB DESCRIPTION**



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9. Interact with a diverse community, show compassion, and build consensus in developing approaches to police services.
10. Develop and implement comprehensive plans to provide effective community based police services; interpret and explain laws as well as department policies and procedures.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
12. Gain cooperation through discussion and persuasion.
13. Interpret and apply Federal, State and local policies, procedures, laws, regulations and Police Department General Orders.
14. Prepare and administer a budget.
15. Supervise, train and evaluate personnel.
16. Manipulate firearms and emergency vehicles under stressful conditions in a safe and legal manner.
17. Operate and use modern office equipment including computers and applicable software.
18. Establish and maintain effective working relationships with those contacted in the course of work.
19. Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.
20. Apply and uphold the Department and City-wide goals.

EDUCATION, EXPERIENCE AND LICENSES:

1. Must have four years of progressively responsible police experience as a police supervisor and/or manager, preferably in a municipal police agency.
2. Completion of a Bachelor's Degree from an accredited college or university in police science, public or business administration or a related field required.
3. Graduate of the F.B.I. National Academy or California POST Command College preferred.
4. Possession of a POST Advanced certificate.
5. Possession of a POST Management Certificate or within 2 years of appointment
6. Must have an acceptable driving record and possess and appropriate and valid California Driver's License.

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PHYSICAL REQUIREMENTS

The Captain must be found to be free from any physical, emotional, or mental condition which might affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and surgeon, and the emotional and mental condition shall be evaluated by a licensed psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in the diagnosis and treatment of emotional and mental disorders. The medical examination which includes the psychological examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.

Maintain fitness for duty as established by departmental standards and others as listed above.

RESIDENCY

Sworn employees shall live no further than 30 air miles from the City limits. The Chief of Police shall have the discretion to permit sworn employees to live further than 30 air miles from the City limits when, in the Chief's opinion, the officer will be capable of responding in an emergency in a reasonable period of time.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The position is included within the classified service of the City of Grass Valley – an equal opportunity employer.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

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