

POLICE CAPTAIN

DEFINITION

Under the supervision of the Chief of Police, supervise the Police Department office staff, train and supervise Communication and Records Specialists, coordinate the Police Cadet Program, conduct follow up investigations based on reports filed by Police Officers, conduct background investigations of Police Officer candidates, oversee the parking program and act as the records administrator. A Police Captain is required to carry a firearm.

The Police Captain will work on an assigned shift and is subject to working weekends and holidays. The position of Police Captain participates in the Public Employees Retirement System, Local Safety 3% at age 50.

SUPERVISION RECEIVED AND EXERCISED

The Police Captain receives immediate supervision from the Chief of Police. Supervision is exercised over Communication and Records Specialists, Police Cadets and other police department staff.

The Police Captain is the senior management position within the Police Department and serves as the department head in the absence of the Chief of Police.

EXAMPLES OF DUTIES

Supervise and train Police Department office personnel, Communication and Records Specialists and Police Cadets.

Coordinate, plan and schedule law enforcement activities and assignments.

Coordinate communication and station operations.

Evaluate and monitor the effectiveness of various office, dispatcher and cadet training program methods and procedures.

Plan and coordinate the special activity involved in daily operations, special events, and emergency situations.

Handles complaints from students, faculty, staff and the general public utilizing established departmental procedures.

EXAMPLES OF DUTIES (continued)

Review Police Officer and Police Cadet reports for completeness and accuracy.

Attend and participate in various committees and meetings that are held within the Police Department and on campus.

Review, clarify, and convey District policies, laws, and procedures and other regulations to department staff, students, college personnel and the general public.

Investigate and prepare criminal reports.

Perform background investigations for new police employees according to P.O.S.T standards.

Enforce State law, college policies, rules and regulations.

Maintain lost and found property and evidence programs.

Maintain, supervise and administer police records.

Perform crime statistics analysis, tracking and reporting.

Performs other related administrative duties as assigned by the Chief of Police.

QUALIFICATIONS

Knowledge of:

Terms, procedures, codes, and regulations utilized by State law enforcement agencies and community college police.

State, County, City, and District laws related to the apprehension, arrest, and prosecution of individuals accused of committing misdemeanors and felonies.

Rules of evidence.

Basic criminal investigation techniques and procedures.

Recent court decisions relating to police procedures.

Effective methods of supervision.

Law enforcement training procedures and methods.

QUALIFICATIONS (continued)

Excellent grammar and computer processing skills.

Ability to:

Coordinate, schedule, monitor, and supervise the work of assigned personnel.

Gather, assemble, analyze and evaluate facts and evidence.

Interpret and apply laws, rules and regulations.

Analyze situations quickly and accurately and take an effective course of action.

Effectively evaluate training programs and methods.

Train and evaluate law enforcement support personnel.

Understand written and oral instructions and directives.

Prepare clear, concise and comprehensive written reports and instructions.

Clearly convey information, instructions and thoughts orally.

Establish and maintain cooperative and effective work relationships.

Develop, plan and implement comprehensive training programs.

Establish and maintain cooperative and effective work relationships in a multicultural and multiethnic environment.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Possess a PC 832 P.O.S.T. Certificate.

Three years of full-time law enforcement experience.

Possess a two-year college degree in Police Science, Public Administration or in a related field (additional full-time law enforcement experience can be substituted for the two-year college degree on a year for year basis).

Maintain a valid California driver's license, CPR and First Aid card.

EMPLOYMENT STANDARDS (continued)

Physical Requirements:

Must meet health and vision requirements established by the District.

Special Qualifications:

Be willing and available to work flexible hours in order to supervise others at special college events.

Selection to this class is subject to a background investigation and psychological evaluation.

New incumbents to this class will be required to successfully complete a P.O.S.T. certified supervisory training course within 18 months of appointment.

Desirable Qualifications:

Five years of full-time experience working in a college environment.