



POLICE CAPTAIN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under the direction of the Police Chief, supervises a major division of the Police Department such as Operations or Administrative Support Services and directs subordinate supervisors. Will assume command of the Police Department when assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in positions in this class may rotate through the various divisions (Administrative Support Services, and Field Operations), at the discretion of the Police Chief.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Oversee and assist Lieutenants and other supervisors in the management of the Field Operations, Investigations, and Administrative Support Services Divisions;

- Plan, direct, supervise, and coordinate the activities of the Police Department divisions;
- Function as assistant to the Police Chief, and serve as Police Chief in the Chief's absence;
- Formulate rules, procedures and policies, and oversee implementation;
- Research modern police management methods;
- Review the evaluations of employee performance; take appropriate action where necessary; perform other personnel management tasks as necessary;
- Assist in the administration and preparation of the Police Department budget;
- Confer with citizens and City officials on law enforcement problems;
- Assist in the development of innovative municipal law enforcement practices;
- Assist in the coordination of law enforcement activities with the activities of other City departments and other law enforcement agencies;
- Evaluate and develop programs pertaining to Departmental safety and policies;
- Perform related duties and responsibilities as required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

- Possession of a Bachelor's degree from an accredited college in Criminal Justice or related field; applicants without a Bachelor's degree must also have successfully completed the P.O.S.T. Supervisory Leadership Institute Course;
- An Advanced and Supervisory P.O.S.T. certificate.
- A minimum of two years' experience at the rank of Police Lieutenant with the City of Burlingame.

License/Certificates:

- Possession of a valid Class C or Class 3 California Driver's License and satisfactory driving record;

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

- Operations, services, and activities of a comprehensive law enforcement program;
- Effective team building and leadership techniques;
- Policies and procedures of a Police Department;
- Principles and practices of law enforcement;
- Methods and techniques of conducting criminal investigations;
- Laws governing the apprehension, arrest, and custody of accused persons;
- Laws governing the gathering, control, and maintenance of property, evidence, and law enforcement records;
- Use of firearms and other modern police equipment;
- Recent court decisions affecting law enforcement;
- Principles and practices of business letter writing, report preparation, budget preparation, and program development
- Principles of supervision, training, and performance evaluation;
- Pertinent Federal State and local laws, codes, and regulations.

Ability to:

- Oversee the activities and services of assigned personnel within the Police Department;
- Administer division goals, objectives, and procedures;
- Identify and respond to sensitive community and organizational issues, concerns, and needs;
- Organize and coordinate the work of law enforcement staff;
- 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 and techniques;
- Perform criminal investigations involving complex and sensitive situations;
- Serve as custodian of police records;
- Discharge firearms in a safe and effective manner;
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations;
- Communicate clearly and concisely, both orally and in writing;
- Use modern police equipment and technology;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Ability to meet all medical, physical, and other associated standards as required by the City of Burlingame Police Department

M200
POLICE CAPTAIN
POLICE ADMIN
EXEMPT
REVISED: JANUARY 2019