

CITY OF LINCOLN

POLICE CAPTAIN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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 general direction, plans, directs, manages, and coordinates the personnel and activities of a major division or divisions within the Police Department; assists in the development and implementation of department goals, objectives, policies, and priorities; coordinates assigned activities with other City departments, divisions, and outside agencies; serves as Acting Chief in the Police Chief's absence; provides responsible administrative support to the Police Chief; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This **Police Captain** is the management level classification responsible for overseeing and directing the activities of all major divisions within the Police Department. Incumbents perform work that is complex, with significant responsibility for developing and implementing policies and procedures for assigned programs, budget administration, and program evaluation. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the next higher classification of Police Chief in that the latter has responsibility for overseeing and managing all activities and functions of the Police Department and distinguished from the lower classification of Police Lieutenant in that the latter is responsible for the administration and supervision of specific units within the department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Police Chief. Exercises direct supervision over sworn and non-sworn management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

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

- Plans, directs, manages, coordinates, and evaluates the work of all major divisions of the Police Department, which may include support and operations; develops, recommends, and administers policies and procedures.
- Develops and directs the implementation of division goals, objectives, policies, and priorities; establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
- Represents the Police Department to other City departments, elected officials, and outside agencies; explains, justifies, and supports Police Department programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Selects, trains, motivates, and evaluates Police Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Manages and participates in the development and administration of the division's budget; directs and forecasts amount of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs the preparation and implementation of budgetary adjustments.

- Coordinates Police Department activities with other departments and outside agencies and organizations; provides expert staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; makes public presentations.
- Participates on a variety of boards and commissions; attends and participates in professional groups; stays abreast of new trends and innovations in the field of law enforcement
- Confers with citizens and City officials on law enforcement problems; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- May respond to calls for protection of life and property and perform enforcement duties.
- Acts on behalf of the Police Chief in his/her absence as assigned.
- Performs related duties as assigned.

WORKING CONDITONS

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. Ability to lift, carry, push and pull materials and objects up to 100 pounds.

EMPLOYMENT STANDARDS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.
- Modern principles, practices, and techniques of police science and operations.
- Advanced principles and practices of municipal budget preparation and administration.
- Recent developments, current literature, and sources of information related to police science and public safety.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Records management principles and practices.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs.

Ability to:

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support staff personnel, delegate authority and responsibility.
- Interpret and appropriately apply federal, state, and local policies, procedures, laws, and regulations.
- Select, supervise, train, and evaluate staff.
- Provide administrative and professional leadership and direction for the Police Department.
- Identify and respond to community and City Council issues, concerns, and needs; make public presentations using a variety of communications forms.

- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient municipal law enforcement services.
- Prepare and administer large and complex budgets; analyze budget and technical reports; allocate limited resources in a cost-effective manner.
- 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 clear and concise administrative and financial reports.
- Properly use firearms and other work-related equipment.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Maintain composure when dealing with upset and/or irate citizens.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Police Captain is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of eight years of increasingly responsible law enforcement experience, including two years in a management capacity comparable to that of a Police Lieutenant with the City of Lincoln, and a Bachelor of Arts degree in law enforcement, public administration or a related field. A master's degree in law enforcement, public administration or a related field is desirable.

License or Certificate Requirements:

Required:

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required.
- Possession of a California Peace Officer Standards and Training (POST) Management Certificate.