



## Job Description

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| <b>Title: Police Captain</b>       | <b>FLSA Status: Non-Exempt</b>             | <b>Created:</b>  |
| <b>Supervisor: Chief of Police</b> | <b>Supervises: Sergeants and Corporals</b> | <b>Revised:</b>  |
| <b>Job Family: Police Services</b> | <b>Bargaining Unit: Management Group</b>   | <b>Approved:</b> |

### JOB SUMMARY:

Under the direction of the Chief of Police, plan, organize and manage the operations and activities related to police protection and other law enforcement services to safeguard the lives, property and constitutional rights of the citizens of the City of Livingston; coordinate and oversee the daily operations of City's police patrols; provide oversight during police investigations; prepare and maintain Police Department records, reports, schedules and other related administrative documents; perform specialized law enforcement and administrative work; train and supervise the performance of assigned personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct the operations and activities related to police protection and other law enforcement services to safeguard the lives, property and constitutional rights of the citizens of the City of Livingston; oversee the supervision, staffing, management of all assigned personnel; manage police patrol duties, investigations, and training; assume command of departmental activities in the absence of the Police Chief; serve as Acting City Manager in absence of City Manager and Chief of Police.
- Oversee the investigation of criminal activities, the recovery of stolen property and in the regulation of criminal and non-criminal conduct; manage and monitor officers' response to crime and accident scenes, emergency situations and other requests for assistance; manage and participate in the investigation of complaints and the interrogation of suspects; supervise apprehension of offenders; oversee the booking and safe detention of prisoners; review and assign in-coming cases to appropriate units
- Provide oversight and support in the preparation of formal descriptive reports of suspected, harmful or illegal conditions or activities and of actions taken in response to such conditions or activities; ensure completion and accuracy of required police reports and the correction of deficiencies.
- Research, compile, assemble and analyze information related to crime, Officer and Department statistics; review pursuit reports and ensure proper enforcement of State, County and City laws and ordinances; prepare reports concerning employee and program efficiency; oversee the maintenance of required documents and records and the preparation of City, State and federally-mandated reports.
- Review the Use of Force incidents by officers; investigate and record the circumstances surrounding the use of tasers, hands-on, baton, handcuffs, mace, handguns, rifles and shotguns; prepare and submit Use of Force reports to URSUS Department of Justice Use of Force Incident Reporting.
- Review, process and approve a variety of City permits including for parades, dances and special events; approve ABC licenses for city events; coordinate and plan police presence for special City events including the Christmas Parade, Punjabi Parade, Veteran's Parade and related community sponsored events.
- Supervise and evaluate the performance of assigned staff; provide direction to assigned staff on further development of necessary job skills; interview and select employees and make transfers, reassignment, termination and take disciplinary actions; coordinate and conduct background investigation of new applicants; collect and maintain relevant information for police training and personnel files.
- Coordinate and arrange for appropriate training of assigned officers; assign daily training bulletins for officer bi-monthly training on policies; coordinate training, schedules and overtime for police K9 and Equestrian units; ensure maintenance of shooting ranges; provide proper scheduling and work assignments to ensure adequate coverage of division activities.
- Provide oversight and conduct Internal Affairs investigations; review, process and make recommendations as a result of investigation outcomes.
- Provide technical expertise, information and assistance to the Police Chief regarding Police Department services and activities; participate in the formulation and development of policies, procedures and programs to enhance Department

efficiency; provide information as requested by members of the Police Department in the processing of warrants and subpoenas.

- Develop and prepare the annual preliminary budget for the assigned division of the Department; control and authorize expenditures in accordance with established limitations; write grants applicable to law enforcement and monitor related funds; estimate supply, equipment and personnel needs; initiate requisitions and prepare budget requests as appropriate.
- Communicate with other City administration, personnel and outside organizations as appropriate regarding crime prevention and law enforcement administration and resolve sensitive issues and public concerns.
- Attend, chair and participate in a variety of meetings, boards and committees; attend civic events and represent the Police Department as directed; provide information to civic groups, news media and others regarding departmental functions and activities.
- Schedule bi-monthly staff meetings with Sergeants and Corporals; provide direction, policy and procedural changes; provide updates on Department tasks, goals and objectives.
- Utilize and ensure proper maintenance of a variety of specialized equipment such as firearms, police vehicles, radios, batons, handcuffs, flares, pepper sprays, electrical weapons, breath testing equipment and others according to established procedures; maintain proficiency in driving and the use of firearms; utilize a computer to research information and prepare investigative reports.
- Communicate with other law enforcement agencies to coordinate efforts and exchange information regarding crimes of mutual interest.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- Planning, organization and direction of operations and activities related to police protection and other law enforcement services.
- State, County and City laws and ordinances.
- Principles, practices and procedures used in police work.
- Principles and practices of supervision and training.
- Operation of a variety of specialized police vehicles and equipment.
- Investigation, prevention and intervention methods and strategies.
- Practices and procedures of collecting, processing and preserving crime scene evidence.
- Rules of evidence and laws of arrest.
- Police Department organization, operations, policies and objectives.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- First aid and CPR procedures.
- Budget preparation and control.
- Public speaking techniques.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.

#### **Ability to:**

- Plan, organize and direct the operations and activities related to police protection and other law enforcement services to safeguard the lives, property and constitutional rights of the citizens of Livingston.
- Coordinate and manage the programs of assigned division of the Department to ensure timely response to crime and accident scenes, emergency situations and other requests for assistance and proper enforcement of State, County and City laws and ordinances.
- Train and supervise the performance of assigned personnel.
- Interpret, apply and enforce the laws and ordinances of the City, County and State.
- Communicate effectively both orally and in writing.

- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of specialized police vehicles and equipment.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain comprehensive, detailed, and descriptive reports.
- Participate in budget preparation and control.
- Administer first aid and CPR as necessary.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by sixty units of college level work in criminal justice, public administration or related field.
- Six years of experience as a sworn Police Officer.
- Two years of experience in law enforcement including experience at the level of Police Sergeant or Police Lieutenant.

**Licenses, Certifications and other Requirements:**

- Possession of P.O.S.T Advanced and Supervisory Certificate.
- Incumbents must obtain a POST Management Certificate within two years of date of appointment.
- Valid California Class C driver's license.
- Valid First Aid and CPR Certification issued by an authorized agency.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.
- Evening or variable hours, and emergency call-out.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard and various police equipment.
- Hearing and speaking to exchange information and make presentations.
- Climbing stairs, ladders and over obstacles.
- Reaching overhead, above the shoulders and horizontally.
- Walking and running over rough or uneven surfaces.
- Sitting or standing for extended periods of time.
- Bending at the waist, stooping, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.
- Physical agility and stamina.

**Hazards:**

- Exposure to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Explosives and guns.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.