

POLICE CAPTAIN

DEFINITION

To plan, organize, direct and coordinate the activities of a major division; to provide highly responsible and technical assistance to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief.

Exercises direct supervision over subordinate sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop and implement division policies, goals, objectives, and priorities.

Plan, organize, manage, and review the work of a major division; areas of responsibility may include any combination of public safety services including general patrol, traffic, crime prevention, investigation, and support services.

Prepare and administer Division budget.

Assume responsibility for a variety of personnel actions, including selection, training, performance evaluation, disciplinary measures, and dismissals; review performance evaluations of all subordinate personnel.

Prepare monthly activity reports.

Assist in establishing department, rules, regulations, policies, and procedures.

Conduct studies, analyze the operation of the Division.

Investigate complaints pertaining to division activities and personnel.

Attend staff meetings; meet with subordinate personnel; assign and review work activities.

Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Confer with County and State law enforcement officials and with other public officials.

CITY OF MILPITAS
Police Captain (Continued)

EXAMPLES OF DUTIES

Cultivate good community relations by appearing before civic, fraternal, and other community groups.

Act as Police Chief in his absence.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices, and techniques of police administration, organization, and operation.

Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the Department, including the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institution Code, Business and Professions Code, and relevant provisions of State codes.

Recent court decisions and how they effect department operations.

Us of firearms and other modern police equipment.

Principles and practices of organization and personnel management in municipal government.

Ability to:

Plan, direct, manage, and coordinate a major division.

Communicate clearly and concisely, orally and in writing.

Recommend and implement sound departmental policies.

Meet and deal tactfully and effectively with public.

Properly interpret and make decisions in accordance with laws, regulations, and policies.
CITY OF MILPITAS
Police Captain (Continued)

Ability to:

Act quickly and calmly in emergencies.

Exhibit technical ability that commands respect of subordinates.

EXPERIENCE AND EDUCATION

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

Experience:

Three years of experience at the rank of Police Sergeant or above in the City of Milpitas.

Education:

Equivalent to completion of a Bachelor's degree from an accredited college or university.

Licenses and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

City Manger