

City of South San Francisco  
Human Resources Department

**Police Captain**  
Class Description

**Definition**

Under direction, plans, directs, supervises, and participates in the activities of a major division; acts for the Chief of Police in his absence; and does related work as required.

**Distinguishing Characteristics**

This sworn safety classification is distinguished from other management classifications in the department, as it has prime responsibility for directing divisional activities, and incumbents exercise considerable independent judgment in directing and supervising the functions. Specific division responsibility may vary as needed.

**Typical and Important Duties**

1. Assigns and supervises the work of all activities and personnel within a specific division of the department.
2. Coordinates the work of the division with other divisions in the department, other county departments, other City departments, and agencies of local government.
3. Reviews the work of subordinates to insure compliance with departmental policies and standards.
4. Develops and implements and maintains specific policies and procedures for increased efficiency and effectiveness within the division.
5. Inspects personnel equipment and facilities within assigned division.
6. Confers with supervisors on general departmental policies and procedures.
7. Corrects, supervises, and participates in the preparation and maintenance of reports and records.
8. Evaluates performance of subordinates and reviews and resolve complaints concerning assigned personnel.
9. Provides overall technical and administrative direction to assigned area of responsibility.
10. Develops and manages the department's budget as well as any grant funds.
11. Displays leadership qualities.
12. Has the ability to forecast future law enforcement needs of the community.
13. Interacts in community activities.
14. Possesses good communication skills.
15. Maintains morale and the overall citywide team concept of service.
16. Performs related duties and responsibilities as assigned.

## **Job-related Qualifications**

### *Knowledge of:*

- Principles and practices of the criminal justice system and contemporary police administration and management.
- Pertinent federal, state and local laws, regulations, ordinances, and criminal law.
- Purposes, organization, procedures, and regulations of the department.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Budget processes.
- Internal Affairs procedures.
- Internal functioning of city government and community needs.
- Current law enforcement trends.

### *Ability to:*

- Plan, assign, and supervise the work of subordinate personnel.
- Analyze law enforcement problems accurately and adapt an effective course of action.
- Maintain morale and team concept.
- Recommend improvements in departmental operation and in the rules, regulations, and policies governing the department.
- Prepare clear, concise, and comprehensive oral and written reports.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative working relationships with other law enforcement agencies, local government agencies, departmental employees, and the general public.
- Make public presentations.
- Carry out the COPPS philosophy.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures; model and coach others in correct City safety practices and procedures; enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

### *Skill in:*

- Using a personal computer and associated applications.
- Using and carrying firearms.

### **Experience and Training**

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

*Experience:* Eight years of progressively more responsible police officer experience, including at least two years in a management position, or four years as a Sergeant, or any combination of Sergeant or Lieutenant service comparable to service amounting to a minimum of four years with the City of South San Francisco.

*Training:* An associate's degree from an accredited college in any related subject; or a P.O.S.T. Intermediate Certificate and four years as a Lieutenant; or a P.O.S.T. Intermediate Certificate and six years as a Sergeant.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer; sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 100 pounds; vision to read printed materials and a computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person, over the telephone, and over the radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

*Work Environment:* Work in a standard office environment or field environment; exposure to noise, outdoors, inclement weather, animals, chemicals, fumes, explosive materials, mechanical hazards, electrical hazards, traffic, traffic hazards, moving objects; dangerous persons, animals, firearms, and bodily fluids.

*Ability to:* Travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours, and available for evening meetings, shift work, on-call, and for stand-by duties; handles public information emergency situations.

Approved: April 1995  
Revised Date: July 1997, June 2003  
Former Titles:  
Abolished:  
Bargaining Unit: PSM  
ADA Review: 1994/95, 2003

DOT: Yes  
Physical: Class 3  
Status: Classified/exempt  
EEOC Category: EF4\EJ4  
Job Code: M280

**ADA Documentation of Essential Duties**

1. SDE
2. MDE
3. SDE
4. MAE
5. MWE
6. SWE
7. SDE
8. MWE
9. SDE
10. SDE
11. SDE
12. SAE
13. SDE
14. SDE
15. SDE