

TOWN OF SAN ANSELMO

POLICE CAPTAIN

DEFINITION

To plan, organize, and manage the activities of an assigned division within the Police Department; to coordinate division activities with other divisions or Town departments; and to provide highly complex and responsible staff support to the Chief of Police.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief of Police.

Exercises direct supervision over sworn and non-sworn personnel.

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

Plan, organize and manage services and activities of assigned division which may include areas of: criminal and background investigations, department-wide training, dispatch services, parking control, traffic enforcement, police records management, reserve programs, youth development and community service programs, response to crime and citizen reports and inquiries, vehicle and equipment maintenance; custody of evidence and property; juvenile crime investigations, and a variety of patrol operations duties.

Recommend and implement assigned division's priorities, goals and objectives; establish performance standards and methods for assigned division; develop, recommend, and implement policies and procedures for assigned division.

Plan, develop, and assign activities, projects, and programs of assigned division; evaluate operations and activities of assigned division; identify opportunities and implement improvements and modifications for service delivery methods and procedures; meet with staff to identify and resolve operational problems; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Participate in budget preparation and administration; prepare and submit budget estimates and justifications for staffing, equipment, materials and supplies for assigned division; monitor and control expenditures, and implement adjustments.

Participate in selection of staff; coordinate or provide staff training; conduct performance evaluations; work with employees to correct deficiencies; recommend discipline and implement discipline procedures as directed.

Coordinate assigned activities with those of other divisions, Town departments, and outside agencies and organizations; provide staff assistance to the Chief of Police; prepare and present reports on operations and activities; and prepare correspondence as necessary.

Respond to citizen concerns and requests for information and recommend corrective action as necessary to resolve issues; conduct internal investigations of citizen and officer complaints as assigned; prepare press releases and confer with the media in matters related to assigned activities.

Serve as acting Chief of Police as assigned.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of law enforcement, including the operational characteristics, services, and activities of law enforcement programs.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Principles and practices of supervision, training, and human resources management.

Pertinent local, State and Federal rules, regulations and laws, including recent court decisions and legislative changes, standards and mandates related to law enforcement and law enforcement personnel.

Principles and practices of policy development and organizational analysis.

Principles and practices of management and program development and administration.

Budgeting procedures and techniques.

Modern office procedures and methods and use of computer equipment.

Ability to:

Plan, organize, and manage the activities and services within assigned division.

On a continuous basis know and understand all aspects of the job; intermittently analyze work papers and reports related to department operations; identify and interpret technical and numerical information; identify, and problem solve operational and technical policy and procedural issues; remember various personnel rules; and explain and interpret policy.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Supervise, train, and evaluate staff.

Assist in the development of assigned division's goals, objectives and procedures.

Develop and recommend policies and procedures related to assigned operations.

Research, analyze and evaluate new service delivery methods and techniques.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assist in the preparation and administration of department budget.

Prepare clear and concise reports.

Interpret, explain, and apply pertinent statutes, rules and regulations, and policies and procedures.

Gain cooperation through discussion and persuasion.

Meet and deal with the public tactfully and effectively.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

The following combination of experience and training is considered to be the minimum necessary to obtain the required knowledge and abilities for this position:

Experience:

Six years of experience in municipal police work, including at least three years as a Sergeant.

Training:

An Associate of Arts degree in police science, public or business administration or a related field, or possess a California Peace Officer Standards and Training (P.O.S.T.) Intermediate Certificate at the time of appointment.

TOWN OF SAN ANSELMO
Police Captain

A Bachelor's degree in police science, public or business administration or a related field at the time of hire or within twenty-four months of appointment.

Possession of, or must obtain within twenty-four months of appointment, a California Peace Officer Standards and Training (P.O.S.T.) Advanced Certificate.

Please note that possession of a bachelor's degree in police science, public or business administration or a related field and a California Peace Officer Standards and Training (P.O.S.T.) Advanced Certificate are both conditions for continued employment after twenty-four months from appointment.

License:

Possession of an appropriate, valid California driver's license.

Date: _____ Approved: _____
Town Manager