



**POLICE CAPTAIN
POLICE DEPARTMENT**

The deadline to submit applications is Wednesday January 2, 2019
Submit Cover Letter, Resume and Police Department Employment Application:
By mail or in person to King City Police Department, 415 Bassett Street, King City, CA 93930
Or by e-mail to rmasterson@kingcity.com
Application can be picked up at Police Department, or downloaded from King City website at
www.kingcity.com
Applications without the required documents **will not** be considered

JOB DESCRIPTION

Job Title: Police Captain
Department: Police Department
Reports To: Chief of Police
Employee Type: Full Time
FLSA Status: Non-Exempt
Salary: \$104,246 - \$134,724 DOQ

DEFINITION

Under administrative direction, administers the activities of one or more Police Department Divisions; provides expert professional assistance to the Chief of Police and other City management staff in the areas of expertise; develops and administers the assigned budgets; fosters cooperative working relationships with citizens' groups and other agencies on police matters; assumes departmental command as assigned; performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Position reports directly to the Chief of Police. Position directly oversees department Sergeants, and indirectly oversees Detectives and Officers through those Sergeants.

ESSENTIAL FUNCTIONS STATEMENT

Essential responsibilities and duties may include, but are not limited to the following:

- Assist and advises the Chief of Police; relieves the Chief of Police of administrative work; assist the Chief of Police in operational planning and management of departmental programs, policies and actions; interprets policies, rules, and regulations governing police activities on behalf of the Chief of Police.
- Manages the day-to-day operations of one or more divisions, including Operations and Support services; directly supervises patrol, investigations, communications, and records as assigned; determines services levels and staffing requirements; manages vehicles, property, training,

background investigation, communication, and the development of an effective employer-employee relations strategy.

- Manages and directs the work of officers in the investigations of crimes; supervises the securing of crime scenes and the collection of proper handling of evidence.
- Prepares, manages and coordinates the development if the Police Departments and/or assigned divisional budget; prepares forecast of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
- Conducts research into a variety of law enforcement and administrative issues; recommends or reviews department policy and procedures, City rules, resolutions and ordinances; prepares administrative reports; responds to correspondence and informational request; ensures implementation of practices, which comply with adopted polices, laws, and regulations; studies statistical crime data and other reports,; analyzes levels of criminal activity; determines trends and makes recommendations for changes in organizational and operating procedures.
- Responds to some of the most difficult inquires and requests for information; assist in the hearing and adjustment of citizens' complaints; conducts and oversees sensitive and complex internal investigations; represents the City and the Police Department and works closely with citizens' groups and public and private officials to provide technical assistance, directly or through subordinate staff.
- May be called upon to command the Police Department in the absence of the Chief of Police.
- May be required to fill in as the Watch Commander in the Absence of a Sergeant.
- May make presentations to City Council, or other government agencies and a variety of civic organizations as directed by the Chief of Police; plans and facilitates the conduct of special community events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas; works with community groups and representatives in the development and administration of programs designed to address societal problems associated with crime and its prevention.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, stooping, and lifting in excess of 50 pounds, and occasionally over 100 lbs. 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 chemical and biological hazards 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.

Some of these requirements may be accommodated for otherwise qualified individuals requesting such accommodations.

QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification:

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Police Captain**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible experience equivalent to that of a City of King Police Sergeant, and an Associate of Arts degree in Police Science, Criminal Justice Administration, Public Administration, or a related field.

License/Certificate

Possession of, or ability to obtain a valid Class C California driver's license. Possession of a P.O.S.T. Supervisory Certificate. Possession of a P.O.S.T. Advanced Certificate or Possession of a P.O.S.T. Management Certificate is highly desirable, but must be obtained within two years of appointment to this class.

KNOWLEDGE/ABILITIES/SKILLS

The following are a representative sample of the knowledge, abilities and skills necessary to perform essential duties of the position.

Knowledge

In addition to requirements for Police Officer, extensive knowledge of modern principles, practices, and techniques of police administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; administrative and technical aspects of crime prevention and law enforcement activities, including community oriented policing, investigation, patrol, traffic control, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; applicable federal, state, and local laws, codes, and regulations; officers' rights; public relations techniques; care, maintenance, and operation of a variety of law enforcement equipment; principles of law enforcement information systems; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English spelling and grammar; and occupational hazards and standard safety practices.

Abilities

Ability to develop and implement comprehensive plans to satisfy department service needs; identify and effectively utilize policing and crime trends; act as an effective police administrator; administer one or more Police Department divisions and/or program areas; interpret and explain laws, regulations, and rules, as well as departmental policy and procedures; plan, organize, direct, and evaluate the work of subordinate staff; supervise and participate in the establishment of departmental goals, objectives, and methods for evaluating achievement and performance levels; analyze complex law enforcement issues, evaluate alternatives, and reach sound conclusions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; develop and implement plans for law enforcement services; interpret and explain laws, regulations, rules, and departmental policies and procedures; maintain appropriate flow of communication and chain of command; identify and inform superiors of sensitive issues/situation; supervise, train, and motivate assigned staff; act quickly and calmly in emergency situations; work flexible hours, including

weekends and split shifts; apply applicable laws, codes, and regulations; communicate clearly and concisely both orally and in writing; and establish and maintain effective working relationships.

Skills

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations.

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