CITY OF SANTA CRUZ
POLICE CAPTAIN

Reports to: **Deputy Chief of Police**
Supervises: **Police Lieutenants and other staff as assigned**
Bargaining Unit: **Police Management**

BASIC FUNCTION

Under general direction, performs responsible administrative and technical work in planning, coordinating, directing and supervising the activities of the Operations Division.

TYPICAL DUTIES *(May include, but are not limited to any combination of the following)*:

- Assists in the development of departmental goals, objectives, policies and priorities; formulates rules, procedures and standards for assigned divisions and ensures they are maintained.
- Reviews and analyzes current programs, procedures and activities to insure efficient and effective use of resources and delivery of service; develops recommendations on changes in organization and programs to meet changing operational needs.
- Selects, trains, schedules, supervises and evaluates assigned staff; directs, and advises subordinate managers on the supervision of their employees.
- Coordinates activities of assigned divisions with the work of other divisions, other City departments; other law enforcement and public agencies; represents the department to community groups, citizens, city officials, news media and others.
- Conducts studies and prepares technical and administrative reports for the Chief of Police and Deputy Chief of Police as assigned.
- Receives and reviews major crime reports; directs and coordinates investigations or other police activities concerning the more complex criminal cases or law enforcement problems; provides advice and direction as needed; ensures cases are prepared properly for court presentation.
- Plans, organizes and directs the collection, analysis, utilization and dissemination of criminal intelligence data.
- Develops and directs programs for involving the public in crime prevention.
- Evaluates the department's training needs; develops, coordinates and directs the department's training programs including training academies, field training, roll-call training, firing range operations, outside classes, seminars, and in-house training programs; insures mandated training is accomplished.

- Directs the investigation of misconduct or exceptional performance by police personnel

including internal affairs reporting.

- Develops and maintains divisional records to accomplish assigned functions.

MINIMUM QUALIFICATIONS *(Knowledge, Skills and Abilities)*

Thorough knowledge of:

- the current principles, practices and techniques of law enforcement and crime prevention, including patrol, traffic, investigation, juvenile delinquency, support services and other specialized police operations;
- federal and state laws pertaining to the apprehension, arrest and prosecution of persons;
- the current principles, practices and techniques of police organization, administration, supervision and training.

Skills to:

- write and prepare clear and comprehensive reports or administrative and technical issues;
- communicate orally to present technical and sensitive information to individuals and groups;
- analyze and conduct administrative and technical studies, and develop appropriate recommendations for action;
- organize, coordinate and manage effectively all aspects of a multi-functional division.

Ability to:

- plan, organize, supervise and evaluate the work of others;
- establish and maintain a high level of discipline and morale;
- plan, organize and conduct comprehensive training programs;
- interpret, apply and explain technical laws, regulations, policies and procedures;
- exercise sound judgment in emergency situations;
- establish and maintain effective working relationships with City staff, public officials, other agencies and the general public;
- maintain physical health, strength, stamina, and agility to meet the physical demands of police work.

Education and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities listed is qualifying. A typical way to obtain these qualifications would be:

- An Associate degree from an accredited college or university in police science, criminology, business or public administration, or a related field and three (3) years of experience as a police lieutenant or an equivalent sworn, management-level position.
- Completion of a Police Officers Standard Training course in mid-management skills.

Licenses

- Possession at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

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