

# CITY OF REDWOOD CITY POLICE CAPTAIN

## **DEFINITION**

To command, manage, direct, plan, control, review, train, staff, organize and budget a Division of the Police Department.

## **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Police Chief.

Responsibilities include direct supervision of sworn and non-sworn staff including professional, technical and clerical personnel.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Function as assistant to the Chief of Police and serve as Police Chief in the Chief's absence.
2. Command and manage a Division in the Police Department as a Division Commander.
3. Supervise, plan and direct the operation and activities of uniform patrol, investigations and support staff.
4. Formulate rules, procedures and policies; oversee implementation.
5. Research modern police management methods.
6. Review the evaluations of employee performance; take appropriate action where necessary; perform other personnel management tasks as necessary.
7. Prepare and administer a Police Department division budget.
8. Confer with citizens and City officials on law enforcement problems; assist in the development of innovative municipal law enforcement practices.
9. Assist in coordinating law enforcement activities with the activities of other City departments and other law enforcement agencies.
10. Respond to citizen complaints as assigned.

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11. Evaluate and develop programs pertaining to Departmental safety and policies.

**OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Modern concepts and practices of municipal, public and police administration.

Local, state and federal laws and case decisions affecting police agencies.

Methods of managing and planning for patrol, investigation, crime prevention, youth services and family counseling, tactical and major event planning and miscellaneous police services.

Modern practices of personnel management, performance evaluation and training.

Techniques of records management, research and reporting.

Principles of budget preparation and administration.

Modern computer equipment.

Safe driving principles and practices.

**Ability to:**

Plan, staff, direct, control and coordinate the varied programs and responsibilities of a police department division.

Research, analyze, study and report on topics relating to police practices and procedures.

Provide resourcefulness in all facets of modern and progressive law enforcement management.

Plan for major events and tactical situations.

Develop programs, directives, guidelines and procedures.

Prepare staff reports with options and recommendations.

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Analyze situations accurately and swiftly and adopt an effective course of action.

Motivate employees.

Develop subordinates through proper training, inspections and by conferring with subordinate supervisors and officers.

Anticipate problems and seek solutions to promote a teamwork approach to operations within a division.

Assume the responsibilities of the Police Chief as necessary.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Experience and Training Guidelines:**

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

**Experience:**

Minimum of five years experience in municipal police work including a minimum of three years experience at the rank of Sergeant with the Redwood City Police Department.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in police, public or business administration or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

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Ability to sit, stand, walk, kneel, reach, and lift 25 lbs.; exposure to outdoors;  
some ability to travel to different locations.

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**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. OAE
2. SDE
3. SDE
4. SDE
5. ODE
6. MDE
7. OAE
8. SDE
9. OWE
10. OWE
11. OWE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** March, 1995

**Bargaining Group:** Executive Management