

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

POLICE CAPTAIN

Civil Service Status: Competitive	Bargaining Unit: Police Management Association
Probationary Period: Promo/Competitive 12months	Approved by City Council: December 7, 2009
Classification Series: Police-Sworn	Resolution No.: 2009-128
FLSA Status: Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction and supervision of the Police Chief and Assistant Police Chief, this police management position has command and control of a police division or unit. Assists in the planning, organizing, directing, controlling, and coordinating of the activities and personnel in his assigned division in the enforcement of law and the prevention of crime; and performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs same or similar duties as required to be performed by a Police Lieutenant;
- Assists in the planning, organizing, and directing of the maintenance of laws and order and the protection of life and property;
- Assists in the apprehending, arrest and detention of law violators;
- Directs and controls the activities and functions of his assigned division, supervises subordinates, instructing and supervising the instruction of those subordinate officers assigned special instruction classes;
- Assists the coordination of the whole department through cooperation with the Police Captains of other divisions and units as may be created or operated within the department;
- Cooperates with all law enforcement agencies in the enforcement of criminal laws and related activities;
- Complies with orders sent down through the chain of command and carries out such other duties as may be delegated by superior officers;
- Assumes responsibility for ensuring the duties of the position, that they are performed in a safe, and efficient manner;
- Performs related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Proper and effective methods of deploying and utilizing police employees, both sworn and non-sworn officers in actual and anticipated emergencies;
- Modern principles, practices, organization, and administration;

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- The Penal Code, Vehicle Code, and the Welfare and Institutions Code of the State of California, as well as City ordinances, and of criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators;
- Criminal and administrative phases of crime prevention, investigation, juvenile delinquency, traffic control and safety;
- Police policies practices and procedures;
- Effective police administration and of accepted practices and procedures of police science.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;
- Meet the minimum Police Department standards for firearm proficiency.

Ability to:

- Apply, develop, and organize appropriate policies and procedures;
- Establish cooperative and effective working relationships;
- Train and supervise subordinates;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Work overtime as requested;
- Handle confidential information with discretion;

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- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification by the end of the probationary period.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Possession a P.O.S.T. Management Certificate and a Bachelor’s degree from an accredited college or university in Public Administration, Political Science, Business Administration, or a closely related field.

Experience:

- At least seven (7) years of progressively responsible full-time experience in a modern police department with at least three (3) years in a supervisory capacity, two (2) year of which has been in the rank of Police Lieutenant with the Huntington Park Police Department at the time of appointment.

License or Certificate:

- A valid California Class C Driver’s License and a satisfactory driving record.

Special Requirements:

- Must pass a Police Departments background check;
- Requires wearing uniforms.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.