

POLICE CAPTAINDEFINITION

Under general direction, performs highly responsible administrative, investigative and technical work in directing and coordinating the activities of a major bureau of the Police Department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Directs, manages and supervises the activities of a bureau of the police department to achieve the department's mission, and exhibits leadership by assuming responsibility for the conduct, performance and demeanor of employees. Coordinates problem-solving efforts aimed at improving the quality of life in the city by working closely with other city departments. Works closely with local, state and federal agencies in implementing programs aimed at impacting crime and improving the quality of life in Santa Ana. Prepares and supports strategic planning for the bureau and department in a focused and systematic way, operating under existing assumptions and within budgetary constraints. Plans for and provides departmental forecasts which anticipate long-term changes in policing functions and city demographics. Ensures that departmental resources are utilized effectively and efficiently, and that requests for assistance from citizens are handled as rapidly and effectively as possible. Works in partnership with other members of the Santa Ana Police Senior Management Team to develop department-wide policies, procedures, directives and plans. Ensures that managers work together to further departmental goals and support the policing philosophies of the Chief of Police. Advises, instructs, trains, and evaluates principal subordinates and supervises the training of other assigned personnel. Plans and conducts special studies, prepares reports, develops budgets and controls expenditures in line with city fiscal policies. Reviews investigations as appropriate to ensure proper documentation, quality, timeliness of reports, evidence handling and final case disposition. Establishes and maintains effective relationships with the public, city officials, news media, and others contacted in course of work. Participates in the public relations/education activities of the department. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is the head of a major bureau of the department and as such, performs duties, which are primarily of an administrative nature involving recommendations on operations and policy, direction and supervision of employees, and the performance of highly technical police work. A Police Captain must coordinate the work of the bureau with the work of other bureaus.

MINIMUM BASIC QUALIFICATIONS

Six years of increasingly responsible sworn, law enforcement experience; possession of a bachelor's degree in Police Science, Criminology, Public Administration or a directly related field from an accredited four-year college or university; and possession of the knowledge, skills and abilities listed below.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C driver's license; ability to meet the medical and physical requirements and demands of the position; willingness to work irregular hours and days; weekends, holidays, variable shifts, evenings and on-call; enforce laws regardless of personal ethics or feelings; and work under adverse or potentially hazardous conditions.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: law enforcement, police investigation and crime prevention principles, methods and techniques; police administration and supervision principles and techniques; policies, procedures, rules and regulations of the Santa Ana Police Department; federal, state and local laws and ordinances pertaining to the apprehension, arrest and prosecution of persons and the rules of search, seizure and evidence; patrol, traffic, investigation, technical support services and other specialized police operations; the socio-economic characteristics of the community; public and press relations; and employee training and development.

Skill in: the care and use of firearms.

Ability to: analyze complex police problems; plan, layout and direct the work of a bureau of the police department; delegate authority and advise, instruct and train personnel; establish a high level of discipline and morale; establish and maintain effective working relationships with other city officials, the general public, officials of other law enforcement agencies at all levels of government; and prepare and present effective oral and written reports and communications.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are strong leaders who value their role as problem-solvers and are willing to take risks and attempt innovative approaches to issues. They are comfortable with a position that has very broad parameters of responsibility and requires a keen sense of judgement. In addition, these individuals are sensitive to the needs of a culturally diverse population and impart a service orientation to staff.

Class title established per Council Resolution No. 58-281,
effective 11-1-58

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