

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Captain	Job Family: VII
General Classification: Management	Job Grade: 02

Definition: To manage a major division of the Police Department and provide the Police Chief with the support necessary to manage the Department as a whole.

Distinguishing Characteristics: Positions in this classification command the major divisions of the Police Department and assist the Police Chief in overall administration of the Department. Employees perform planning, organization, and review of division functions, including uniformed police services to the community, special functions for traffic safety, crime suppression, critical incident response, crime prevention activities, community engagement programs, investigative functions, police services for schools and special events, property and evidence, personnel and training, professional standards, support services, and other Police Department programs as assigned. Individuals may be rotated through these assignments.

Receives direction from the Police Chief. Exercises direct and indirect supervision over front-line, professional, and management staff. Police Captains identify and facilitate professional and leadership development within their division as well as support a mentoring and coaching culture to accomplish organizational goals and objectives. In the absence of the Police Chief, Captains serve as Police Chief.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Oversees all scheduling, assignment, and evaluation of Division personnel.
2. May personally handle or direct most sensitive and/or difficult Division assignments.
3. Ensures that Division personnel receive appropriate training and evaluation; and oversees leadership development and succession planning efforts for assigned Division.
4. Prepares and administers Division budget.
5. Establishes standard operating procedures and guidelines for the Division.
6. Coordinates work of Division with other divisions, departments, agencies, and community-based organizations.
7. Maintains, analyzes, and interprets records and reports.

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8. Participates in establishment and review of departmental objectives, policies, and procedures.
9. Assists the Police Chief with various departmental administrative functions.
10. Determines need for and gathers information from various departments and from outside sources in order to research proposed programs and projects.
11. Analyzes data in order to assess costs, operational feasibility, and other aspects of proposed programs and projects.
12. Prepares reports and presentations on all pertinent aspects of proposed programs and projects, including budget projections.
13. Makes presentations on assigned projects and programs to the City Council and others.
14. Monitors and coordinates the execution of approved projects and programs, including preparing all required reports and supervising all related record-keeping.
15. Recommends changes in program emphasis or execution.
16. Chairs Internal Affairs boards as assigned by the Police Chief.
17. Represents the Department at commission meetings and other meetings as required.
18. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Theories and practices of law enforcement; principles of personnel management, leadership, employee development, succession planning, and administration; pertinent Federal, State, and local laws and rules of procedure; principles of City administration; and techniques and principles of crime prevention and community relations.

Ability to: Plan, assign, supervise, and evaluate the work of Police personnel to achieve performance goals and professional growth; develop and conduct training courses; interpret laws, rules, and regulations; prepare reports and correspondence; analyze police-related situations and adopt effective courses of action; and establish and maintain effective working relationships with City employees, subordinates, and the public.

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Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Eighteen (18) months experience at the rank of Police Lieutenant or above and a bachelor's degree from an accredited college. A master's degree and additional management and leadership training desired.

Required Licenses or Certificates: Valid California Driver License and an advanced certificate from the Commission on Peace Officer Standards and Training (POST) required. A POST management certificate is highly desired.

Established: February 1980

Revised: June 2022

HRD/CLASS SPECS

Police Captain