



## JOB DESCRIPTION

### Police Captain

Date Prepared: March 2014

Job Class: 4015

**SUMMARY:** Under general supervision, plans, directs, and coordinates the activities of Vernon Police Department (VPD) Patrol and Services Divisions; analyzes data, develops plans, and directs special assignments and complex criminal cases; oversees secure VPD computer systems and network, and resolves technical problems; assures effective management of operational, enforcement, and investigative issues.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, directs, and coordinates VPD operations; analyzes operational issues, and develops solutions; prioritizes and assigns tasks and projects; delegates assignments, deploys personnel, monitors work, develops staff skills, evaluates performance, and enforces discipline; communicates departmental directives and changes in procedures and protocols; assures VPD activities are in compliance with all laws, policies, regulations, and goals; assumes command of Department as required.
- Manages sworn officers to protect and preserve the rights of the people, enforce laws, preserve peace, solve problems, and provide for a safe residential and business environment through community policing; assures effective management of operational, enforcement, and investigative issues.
- Analyzes workload trends and operational issues, and develops recommendations for staffing adjustments and personnel assignments; meets regularly with staff to discuss and resolve workload and technical issues.
- Develops VPD goals, training plans, and systems and standards for program evaluation; directs special assignments, and the investigation, planning, preparation, and presentation of complex criminal cases.
- Analyzes crime data and reports of criminal activities, determines trends, and develops plans for changes in organization, strategies, and operational procedures.
- Oversees, monitors, and maintains secure VPD computer systems and network; installs and configures systems and applications; diagnoses hardware and software faults, and resolves technical problems.
- Assures that VPD staff are properly trained and equipped, are held accountable for duties and responsibilities assigned, and comply with City and VPD policies and procedures.
- Investigates and resolves administrative, inter-agency, and operational issues; directs coordination with federal, state, and local law enforcement agencies, City departments, and emergency services agencies.
- Oversees critical incidents, emergency response, and criminal investigations; evaluates VPD operations to assess and assign priorities and resources.
- Manages community relations issues, and addresses concerns of business and residential communities.
- Maintains the integrity, professionalism, values, and goals of the Vernon Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Possess a Bachelor's Degree from an accredited college or university with a major in Criminal Science, Public Administration, or a related field; or can demonstrate the ability to attain a Bachelor's Degree within the first year of appointment; AND five years of professional law enforcement experience including two (2) years of experience at or above the level of Police Lieutenant.

### **Knowledge of:**

- City and VPD policies and procedures.
- City, county, state, and federal civil and criminal laws, regulations, codes, and ordinances.
- Modern law enforcement management principles, and effective techniques for management of personnel, budgets, communication and computer systems, records and evidence, and specialized resources.
- Strategy and tactics for management and deployment of law enforcement personnel and equipment in tactical and emergency situations.
- Principles and practices of modern crime suppression and prevention.
- Duties, powers, authorities, and limitations of a Police Officer.
- California criminal justice and court systems, and the principles of criminal justice records management.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Investigative and interrogative procedures, and protocols for observation of critical details.
- Local community issues and regional community resources available to citizens.

### **Skill in:**

- Assuming command level responsibilities and making appropriate decisions, while assuring compliance with Department goals and objectives.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Managing and leading staff, and delegating tasks and authority.
- Analyzing and resolving operational issues, using modern management and business principles.
- Researching complex law enforcement issues, and preparing and presenting reports.
- Interpreting and explaining policies and procedures.
- Investigating and resolving personnel issues, citizen inquiries, and officer complaints.
- Prioritizing multiple tasks, projects, and demands; and directing the work of others.
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- The care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Establishing and maintaining cooperative working relationships with co-workers, and representatives from other state and regional law enforcement and criminal justice agencies.
- Operating a personal computer utilizing a variety of standard and specialized software.
- Communicating effectively verbally and in writing.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Must maintain Peace Officer certification with the California Commission on Peace Officer Standards and Training (POST); CA POST Advanced and Management Certificate is also required.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in the field to lead investigations and command tactical situations. Must maintain a level of physical fitness to meet VPD standards.