

City of Fresno

415006

POLICE CAPTAIN

DEFINITION

Under direction, plans, organizes and directs police operations in a policing district within the Field Operations Division of the Fresno Police Department and performs law enforcement duties in the protection of life and property.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Police Chief or designee. Provides supervision to assigned sworn and non-sworn staff.

DISTINGUISHING CHARACTERISTICS

A Police Captain supervises and directs the day-to-day activities of police personnel in one of the City's policing districts. This class differs from Police Lieutenant in that incumbents of that class may be in charge of a single bureau, direct special activities in a unit of a bureau or serve as a Field Commander. It differs from Deputy Police Chief in that incumbents of that class have continuing, overall responsibility for a division in the Police Department. A Police Captain will assume full command responsibility for the operations of a division in the absence of a Deputy Police Chief.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include but are not limited to the following:

Plans, organizes and directs the operation of major units of police work concerned with the protection of life and property, the prevention and investigation of juvenile and adult crime, control and regulation of traffic and solving of community problems.

Approves field inspections and investigations, notifies superior officers of emergency conditions and assumes command at the scene of emergencies.

Reviews bureau operations and the conduct of assigned personnel and recommends appropriate action.

Enforces rules, regulations and general orders.

Reviews and evaluates correspondence, information and evidence received and determines needed action.

Assigns personnel, develops district objectives and transmits instructions to officers and staff.

Prepares correspondence and makes recommendations to higher ranking officers.

Consults and cooperates with other law enforcement officials.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern administrative, management, budgeting and operating principles.

Modern law enforcement, crime prevention and problem solving techniques.

Pertinent federal, state and municipal laws and ordinances.

Criminal law, laws of arrest and the powers and limitations of peace officers.

Accepted, modern personnel practices and records.

Skill to:

Operate modern office equipment, including computer equipment and software.

Safely operate a motor vehicle.

Ability to:

Assign and direct a large group of sworn, technical and clerical personnel.

Evaluate requests for police aid and to make rapid and accurate decisions.

Conduct studies and investigations.

Prepare reports and make recommendations.

Assume responsibility in times of emergency.

Establish and maintain effective working and public relationships.

MINIMUM QUALIFICATIONS

Permanent status and current appointment with three years of continuous service as a Police Lieutenant with the Fresno Police Department; graduation from an accredited college or university with a Bachelor's Degree in Criminology, Business Administration, Public Administration or related field. Additional experience at the rank of Lieutenant may be substituted for the required education on the basis of one year of experience equals 30 units, up to a maximum of two years.

Special Requirement

Possession of a valid California Driver's License is required and maintain license during the entire term of employment in the job class.

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APPROVED: (Signature on File)
Director of Personnel Services

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