



City of Mill Valley

POLICE CAPTAIN

JOB DESCRIPTION

DEFINITION

Under general supervision, to plan, direct and coordinate the law enforcement activities of the City; to provide highly responsible and technical staff assistance to the Chief of Police. This classification represents the second level of management in the law enforcement series and is responsible for the administration of a division of the Police department. Incumbents are responsible for formulating policy, developing goals and objectives, supervising staff, administering the department budget, and directing daily activities. This classification is distinguished from Police Chief, which has overall responsibility for all activities of the department. Performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police. Provides direct supervision of professional, technical and administrative personnel in the Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May include, but are not limited to, the following:

- Plans, directs, and coordinates, via the chain of command, the activities of Police Department personnel in preserving order, protecting life and property, and enforcing laws and municipal ordinances.
- Coordinates activities of the department with other City departments and outside agencies.
- Directs, supervises, evaluates, and mentors subordinate personnel in career development.
- Enforces personnel regulations, resolves citizen complaints, and initiates employee action.
- Reviews staffing levels and needs, evaluates personnel performance and effectiveness, and directs training.
- Collaboratively establishes procedures and departmental policies and ensures compliance.
- Monitors and evaluates equipment needs, manages inventory, and submits annual budget requests.
- Recommends employees for hiring, special assignment, and promotion.
- Facilitates the investigations of citizen complaints against department personnel and recommends appropriate action.
- Reviews crime reports and crime trends; assesses workforce allocation and develops strategic plan; and directs the investigation of crimes.
- Confers with the Chief of Police and other members of staff on general departmental policies.
- Provides information and direction to the public; assists in developing community policing

strategies; maintains good public relations, and makes public service appearances.

- Prepares staff reports and makes presentations to the City Manager and City Council.
- Manages grants and oversees the grant application and budget process.
- Represents the City, the department, or division during meetings and contacts with outside agencies, other City departments, vendors, and the public.
- Acts as the department head at the direction or in the absence of the Police Chief.

JOB RELATED AND ESSENTIAL FUNCTIONS

Knowledge of:

- Modern police methods, principles, practices, and techniques of police administration, organization, operation, and administration.
- Statutory and case laws and ordinances related to evidence, search and seizure.
- Principles of leadership, management, supervision, training, and employee development.
- Department vision, mission, values, policies, and procedures.
- Labor law, human resource management, and collective bargaining process.
- Principles of public administration and city government.
- Modern principles, practices and techniques of police administration, organization and operation.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Laws, ordinances, and regulations affecting the work of the Department
- Principles of budgeting
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.

Skills and Abilities to:

- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Plan, direct, supervise, and coordinate the work of the Police Department.
- Develop and administer sound departmental policies.
- Maintain confidentiality regarding sensitive information.
- Think and act quickly in emergencies, and judge situations and people accurately.
- Communicate effectively, clearly, and concisely both verbally and in writing.
- Safely and effectively operate a variety of public safety equipment, firearms, vehicles, non-lethal devices, radios, and other communications.
- Supervise, train, evaluate, schedule, and organize the work of subordinate personnel.
- Effectively mentor and develop subordinate employees.
- Facilitate problem-solving, conflict resolution, and resolve personnel grievances.
- Establish and maintain cooperative relationships with the public and fellow employees.
- Prepare and administer program budgets, grants, and staff reports.
- Multitask, prioritize and make decisions in a timely manner.

EDUCATION AND EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in public administration, police administration, or a closely related field.

Experience: Eight (8) years of police work, at least three (3) years of which must be of increasingly responsible supervisory experience.

Licenses or Certificates

- Must possess a Supervisory P.O.S.T. (Peace Officers Standards and Training) Certificate.
- Must possess a Management P.O.S.T. Certificate.
- Must possess a valid California driver's license.

PHYSICAL DEMANDS

Due to the varied and unpredictable nature of police work, incumbents may be required to perform the following and more:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, repetitive hand movements, twisting, turning, kneeling, bending, squatting, stooping, and lifting in excess of 50 pounds in the performance of daily activities. The position also requires both near and far vision and acute hearing. The position entails working in hazardous situations/conditions and may involve abusive persons, potential physical violence, and the potential risk of exposure to blood borne pathogens in the performance of duties. The nature of the work also requires the incumbent to drive motorized vehicles while multi-tasking (e.g. communicating with dispatch, directing other personnel and utilizing other emergency equipment) and often work with constant interruptions.

OTHER

FLSA Status:	Exempt
Bargaining Unit:	N/A
Approved by:	City Manager Piombo
Date:	July 1, 2021