Bargaining Unit: MM FLSA: Exempt Position Number: 6427

POLICE CAPTAIN

DEFINITION

Under general direction, to plan, organize, direct, and review the work of one of the three divisions of the Merced Police Department; Administrative, Investigations, and Operations. Provide supervision and training for assigned staff; perform a broad range of complex law enforcement and crime prevention work, including patrol, investigations, and special assignments; and to do other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a second level management classification for the performance of professional law enforcement work. Incumbents supervise a Police Division of the Merced Police Department and ensure that law enforcement services are delivered to the public through both community-based policing, problem solving, and traditional policing programs. In addition, they are expected to perform complex professional law enforcement work. They may be "on-call" to respond to special law enforcement emergencies. This class is distinguished from Police Lieutenant by exercising a broader scope of management and supervisory responsibilities.

REPORTS TO

Police Chief or designee

CLASSIFICATIONS SUPERVISED

Police Lieutenant, Police Sergeant, , Senior Police Officer, Police Officer, , and other sworn and non-sworn department personnel as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Plans, organizes, manages, and supervises a division of the Merced Police Department; has responsibility for the functions, staffing, equipment, and activities of the assigned division; provides supervision, training, and work evaluation for assigned staff; identifies and determines the priority of law enforcement problems in the community, analyzing a variety of information and recommending solutions; performs a variety of specialized law enforcement administrative work related to the functions and services of the Merced Police Department; establishes community, business, and neighborhood groups to interact with the Department; assists with the development of Department goals, objectives, and priorities; reviews the work of staff, ensuring adherence to Department standards and policies; prepares recommendations regarding service and program development; performs a variety of complex professional law enforcement work; reviews and resolves complaints regarding personnel; assumes responsibility for major investigations; directs and oversees the development of records and reports; reviews reports prepared by staff; provides consultation and guidance on law

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

enforcement problems; prepares, maintains, and administers the department budget; promotes crime prevention, drug awareness and other preventive programs; coordinates department activities with other City departments; completes special projects; responds to questions and inquiries from the public, community organizations, and other government agencies.

TYPICAL PHYSICAL CHARACTERISTICS

Frequently stand and walk; sit for extended periods; climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing up to 100 pounds with assistance; crawl through various areas on hands and knees; physical ability to sustain extra physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with other staff and the public. May be on-call to respond to special law enforcement emergencies.

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignment.

Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.

Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.

Laws applicable to the apprehension, retention, and treatment of juveniles.

General geography of Merced City.

Good public relations techniques.

Use and care of Department authorized equipment and firearms.

First aid methods and techniques.

Principles of criminal identification.

Computers and software used by the Merced Police Department.

Principles of supervision, training, work evaluation, and management.

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DESIRABLE QUALIFICATIONS (continued)

Ability to:

Plan, organize, supervise, and manage one of the three divisions of the Merced Police Department.

Supervise, train, and evaluate the work of assigned division or unit staff.

Perform a wide variety of complex professional law enforcement work.

Understand, and interpret laws and regulations regarding arrest, rules of evidence, and the apprehension, retention, and treatment of juveniles.

Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.

Gather and organize data and information.

Interview and secure information from witnesses and suspects.

Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.

Prepare clear, comprehensive reports.

Meet standards of adequate physical stature, endurance, and agility.

Demonstrate technical and tactical proficiency in the use and care of firearms.

Operate a motor vehicle under critical and unusual conditions.

Work with computerized law enforcement information systems.

Effectively, tactfully, and courteously represent the Merced Police Department with the public, other law enforcement agencies, and City staff.

Establish and maintain cooperative working relationships.

Training and Experience:

Possession of a Bachelor Degree in Police Management, Business Administration, or closely related field recognized by the City as an accredited institution at the time of appointment. Masters degree is highly desirable.

Must have a minimum six years of municipal or county law enforcement experience, three of which must have been at the rank of a Police Lieutenant.

Special Requirements:

Possession of an appropriate valid California Driver's License issued by the California Department of Motor Vehicles.

Possession of Advanced and Supervisory POST Certificate. Must apply and obtain Management POST certificate within two (2) years of appointment.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice.

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Terms and conditions of employment are determined by the City Manager.		
APPROVED		DATE
	Chairnerson, Personnel Board	