

City of San José

**POLICE CAPTAIN (2218)**

CLASS PURPOSE

Under general direction, performs administrative work of considerable difficulty in charge of a major functional unit or shift or serves as assistant to the Chief of one of the four departmental bureaus or the operations support services division. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Manages major criminal investigations and major field incidents and criminal investigations which involve sensitive issues such as officer involved.
- Manages major projects and programs.
- Prepares the bureau's management reports and annual budget plans.
- Manages the non-personal budget for a bureau by providing direction and control of bureau expenditures.
- Manages the bureau's automobile fleet, including recommendations of rotations and purchases.
- Manages personnel and staffing of a bureau/division (inter-bureau and intra-bureau).
- Provides in-service leadership and management training for subordinate command officers.
- Chairs and/or serves on committees within the department.
- Acts as a liaison to other government agencies.
- Prepares and disseminates information to the media.
- Represents the department in community policing activities.
- Responsible for the operations of a division on a 24-hour, 7-day basis.
- Acts as commander of a bureau on a temporary basis as needed.
- Plans and implements the community policing philosophy and organization strategies.
- Plans, coordinates and supervises work of division personnel.
- Makes recommendations on department policies and procedures.
- Develops proposals for departmental activities.
- Forecasts future needs of a bureau or division. Presents line-level input to executive staff and interprets and disseminates information from executive staff to line-level personnel.
- Performs quality control inspections.
- Initiates reviews and makes recommendations on disciplinary cases.
- Reviews and attempts to resolve grievances and other personnel issues, including job assignments, sexual harassment, etc.

DISTINGUISHING CHARACTERISTICS

This is administrative-level work directly under a Deputy Chief in one of the four bureaus.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, and procedures of police science, police administration, and personnel management.
- Knowledge of Federal, state and local laws and regulations affecting programs and functions of the department.
- Knowledge of cultural diversity.
- Knowledge of philosophy and strategies of community policing.
- Knowledge of civil, criminal and personnel case law.
- Knowledge of law court and administrative processes.
- Knowledge of patrol procedures.
- Knowledge of investigative techniques.
- Knowledge of information systems.
- Knowledge of department and City budget and budget processes.
- Ability to plan, manage and organize activities of division.
- Ability to analyze situations, make sound decisions, and adopt effective courses of action.
- Ability to lead effectively.
- Ability to function and work effectively in a complex environment with diverse groups and/or competing interests.
- Ability to prepare reports, budget documents, press releases and other communications.
- Ability to make effective oral presentations to large and small groups and to individuals.

Competency Knowledge, Skills, and Abilities

- Knowledge of division budget development and control.
- Knowledge of pertinent federal, state and local laws, regulations and ordinances.
- Ability to develop and conduct staff training.
- Ability to research and prepare reports and correspondence.

Education

Completion of two (2) years of college from an accredited college or university.

Experience

Currently employed as, and two (2) years continuous satisfactory service as, a Police Lieutenant in the San Jose Police Department.

Acceptable Substitutions

None.

Licenses/Certificates

- Possession of a valid California driver's license.
- Possession of a Basic Peace Officers Standards and Training Certificate.
- Possession of a Peace Officers Standards and Training Management Certificate.

(11/63), (Rev. 6/69), (Rev. 7/80), (Rev. 10/84), (Rev. 10/93), (Rev. 1/98)  
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