

STOCKTON UNIFIED SCHOOL DISTRICT

POLICE CAPTAIN

DEFINITION

Under general direction of the Police Chief, plans, schedules, organizes, supervises, reviews and evaluates the activities of the Stockton Unified School District Police Department (SUSDPD) through subordinate levels of supervision; trains sworn staff and provides for their professional development; develops and implements departmental operational programs; provides administrative and budgetary support to the Police Chief and acts for the Chief on a relief or as assigned basis.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Chief of Police and exercises direct supervision over police department assigned staff. Is second in command to Chief of Police.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements). Duties may include, but are not limited to the following:

Plans, schedules, organizes, assigns, reviews and evaluates the work of sworn and non-sworn staff; ensures coverage of staff for all shifts and assignments; provides for the training of staff in work procedures and for their professional development. **E**

Oversees the provision of such functions as investigations, property and evidence, dispatching, and vehicle abatement. **E**

Oversees and coordinates special programs and projects as assigned. **E**

Recommends selection, disciplinary, and other personnel decisions; counsels employees and administers discipline as required. **E**

Interprets laws, codes, policies, and procedures to staff; ensures legality and consistency of application. **E**

Assists with the development of goals, objectives, policies, procedures, and work standards for the department; assists with development and administration of the budget; prepares and reviews grant requests and assists in the administration of grant funds. **E**

Oversees sworn personnel selection procedures, including conducting interviews and background investigations. **E**

Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments; responds to citizen concerns or inquiries regarding police services and inquiries from the media. **E**

Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes

Ensures retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner. **E**

Investigates and resolves problems with requests for services or complaints regarding police functions. **E**

Prepares a variety of correspondence, reports, procedures, and other written materials. **E**

Maintains and directs the maintenance of departmental files. **E**

Responds to emergency or unusual situations; performs the full range of patrol, investigative, and related duties of an officer, and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees. **E**

Provides and coordinates mutual aide to other law enforcement agencies in accordance with departmental policy. **E**

Acts for the Police Chief on a relief or as assigned basis.

Maintains regular and prompt attendance in the workplace. **E**

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation;
- Principles and practices of work organization, staff supervision, training, professional development, and work review and evaluation;
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects;
- Rules of evidence regarding search and seizure and the preservation of evidence;
- Investigation and identification techniques and equipment;
- Courtroom procedures and techniques for testifying;
- Applicable laws, codes, ordinances, and court decisions;
- Safety practices and equipment related to law enforcement, including the safe use and proper care of firearms;
- Computer applications related to the work;
- Techniques of first aid and CPR;
- Techniques for dealing with and solving problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Ability to:

- Plan, schedule, assign, supervise, review, and evaluate the work of sworn and non-sworn staff;
- Train staff in work procedures and provide for their professional development;
- Perform departmental administrative duties, such as budget development and administration and policy and procedure development;
- Observe accurately, recall faces, names, descriptive characteristics, and facts of incidents and places;
- Interpret, apply, and explain complex laws, codes, regulations and ordinances;
- Prepare clear, accurate, and grammatically correct reports, records, and other written materials;
- Make sound, independent decisions as a commander and in emergency situations;
- Identify and be responsive to community issues, concerns, and needs;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Communicate effectively with officials, co-workers, supervisors, the general public, representatives of public and private organizations, and others sufficient to exchange or convey information.

Education and Experience:

Equivalent to graduation from a four-year college or university with major coursework in criminal justice, police science, public administration or a related field and four years of supervisory experience in the police service, equivalent to the level of Sergeant or above; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. A Master's degree and experience with the Juvenile Division is highly desirable.

License, Certificates and Other Requirements:

- Must possess a supervisory Peace Officer Standards and Training (POST) certificate.
- Must possess an appropriate California Operator's License issued by the State of California Department of Motor Vehicles.
- Must be able to meet physical, psychological, and background standards.
- Valid certificates in First Aid and CPR within 60 days from the date of hire.
- Must qualify with a firearm at a specified police or sheriff's shooting range periodically.

WORKING CONDITIONS:

HAZARDS:

- Contact with dissatisfied or abusive individuals.
- Potential physical hazards involved in intervening in fights and other anti-social, illegal, and violent behavior.
- Driving a vehicle at high speeds and/or during adverse weather conditions.

PHYSICAL DEMANDS:

Employees in this position must possess/have the ability to:

- Sit for prolonged periods of time.
- Stand/walk for extended periods of time, frequently over rough or uneven surfaces.
- Run over rough or uneven surfaces for short periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and various police equipment.
- Frequently lift/carry up to 10 lbs at waist height.
- Occasionally lift/carry/drag up to 150 lbs for short distances.
- Required to wear a safety vest, which weighs 5+ lbs; and a waist belt weighing between 12-15 lbs.
- Push/pull weights up to 200 lbs.
- Reaching overhead, above the shoulders and horizontally.
- Climbing stairs, fences, hills, and other slopes.
- Bend at the waist, kneel, or crouch.
- Occasionally required to exert significant physical force to subdue resisting individuals.
- Hear sufficient to receive communications on radio and perform required duties.
- Speak sufficient to give instructions/commands.
- Visual acuity sufficient to perform required duties and to maintain firearms qualifications.
- Physical agility and stamina.

Salary Placement

Management Team Salary Schedule

Tier 7, Range 01

12-month work year

Board Approval: 05/27/14

Management re-alignment effective 03/01/19