

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

POLICE CAPTAIN

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by Civil Service Commission: 3-2-2022
Classification Series: Police-Sworn	Approved by City Council: 3-15-2022
FLSA Status: Exempt	Resolution No.: 2022-08

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the position.

DEFINITION

Under direction and supervision of the Chief of Police, this police management position maintains command authority over certain division(s) and unit(s) of the Police Department, as designated by the Chief of Police. Acts as second-in-command to the Chief of Police. Assists in the planning, organizing, directing, controlling, and coordinating of the activities and personnel in the designated areas of responsibility, in the enforcement of laws and the prevention of crime; and performs related administrative and management level work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs same or similar duties as required to be performed by the Chief of Police;
- Performs same or similar duties as required to be performed by a Police Lieutenant;
- Assumes command of the Police Department in the absence of the Chief of Police;
- Provides support to, and enhances the work of, the Chief of Police;
- Coordinates Police Department activities and policing priorities with other City departments;
- Drives the overall mission and policing priorities throughout the Police Department;
- Represents the Police Department with pride, loyalty, dedication, and professionalism;
- Engages the community on policing and crime issues, and participates in community meetings;
- Ensures the enforcement of laws by police personnel and the apprehension of law violators;
- Ensures the protection of life and property in the community and maintains lawful order;
- Directs and controls the functions of assigned divisions and/or units and supervises subordinates;
- Ensures proper performance and training of police personnel and addresses deficiencies;
- Cooperates with other police agencies and government entities on matters of mutual interest;
- Complies with orders sent down the chain-of-command and carries out such other orders;
- Ensures a safe work environment and conducts performance audits of police personnel;
- Evaluates systems, processes, equipment, changing operational needs and makes adjustments; and
- Performs related duties as assigned by the Chief of Police, City Manager, or as situations require.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Proper and effective methods of deploying and utilizing police personnel, both sworn and non-sworn, in day-to-day operations, tactical situations, and anticipated emergencies;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

POLICE CAPTAIN

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by Civil Service Commission: 3-2-2022
Classification Series: Police-Sworn	Approved by City Council: 3-15-2022
FLSA Status: Exempt	Resolution No.: 2022-08

(Continued)

- Modern policing principles, practices, procedures, policies, organization, and administration;
- All relevant City, State and Federal laws with particular emphasis on the apprehension and prosecution of law violators, and current policing challenges;
- Criminal and administrative phases of crime prevention, investigation, juvenile delinquency, traffic safety and public safety;
- Legal and social issues affecting crime and quality of life in the community; and
- Legal and social issues affecting crime and policing across the State and Country.

Skills:

- Proficiency with software systems necessary to process general correspondence, spreadsheets, and administrative staff work;
- Ability to multi-task and manage various responsibilities and projects simultaneously; and
- Meet the minimum Police Department training standards and firearm proficiency.

Ability to:

- Apply, develop, and organize appropriate policies and procedures;
- Establish cooperative and effective working relationships;
- Train, supervise, and evaluate work performance of subordinates;
- Understand and interpret provisions of the municipal code, MOU's, departmental rules and other City and Police Department policies related to job duties;
- Foster a respectful and professional teamwork environment;
- Plan, organize and prioritize progress of goals and projects;
- Lead, coach, instruct and motivate employees;
- Initiate, recommend and carry out personnel disciplinary action when required;
- Organize, assign, schedule and delegate workload among employees;
- Conduct presentations and speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and days of the week to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Interact with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Handle confidential information with discretion;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

POLICE CAPTAIN

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by Civil Service Commission: 3-2-2022
Classification Series: Police-Sworn	Approved by City Council: 3-15-2022
FLSA Status: Exempt	Resolution No.: 2022-08

(Continued)

- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts; and
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification on an ongoing basis.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Possession of a P.O.S.T. Management Certificate and a Bachelor’s Degree from an accredited college or university in Public Administration, Political Science, Business Administration, or a closely related field.

Experience:

- At least eight (8) years of progressively responsible full-time experience in a modern police department with at least four (4) years in a supervisory capacity, two (2) years of which have been in the rank of Police Lieutenant with the Huntington Park Police Department at the time of appointment.

License or Certificate:

- A valid California Class C Driver’s License and a satisfactory driving record.

Special Requirements:

- Must pass a Police Department background check;
- Requires wearing uniforms; and
- May require working nights, weekends, and holidays.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.

