

**POLICE DEPARTMENT  
POLICE CAPTAIN**

**GENERAL DUTIES:** Under general supervision of the Police Chief, supervise a variety of teams and units within the Field Operations and/or Support Services Division; supervise, evaluate and direct subordinate supervisors; perform administrative, supervisory and technical police work; perform special law enforcement, investigative and administrative tasks; and assume command of a division.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows Department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and Department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Plan, assign, direct, evaluate and inspect supervisory personnel, procedures, and equipment assigned to specific teams and units with a view to accomplishing Departmental and City priorities, goals and objectives.
2. On occasion may be called upon to perform tasks normally assigned to subordinate personnel.
3. Plan, develop, and manage the budgets for the assigned units and / or grants.
4. Develop, evaluate, and improve policies and procedures.
5. Anticipate and accept assignments and attend meetings, sometimes giving talks, as may be requested by higher authority.

6. Assist and coordinate the various units within the division in all efforts towards crime suppression, prevention and apprehension, and improved public service.
7. When necessary, assume command of a major function, event or emergency.
8. Participate in related training programs and oversee training within assigned units and teams.
9. As assigned, serve as Press Officer.
10. May work an assigned shift with varied days and/or hours.
11. May be subject to recall.
12. Take and recommend disciplinary action on infractions of Department regulations in compliance with the Human Resources Rules and Regulations.
13. Receive and investigate citizen complaints and initiate internal affairs investigations.
14. Anticipate and conduct research studies and prepare completed staff work.
15. Perform related work as required.
16. Supervise, train and develop the unit supervisors/Team leaders assigned to him/her.
17. Report to the Police Chief, conditions which are complicating the Department's law enforcement efforts and make recommendations on corrective action to be taken.
18. Insure that the Department employees are working toward Department/City goals.
19. Support and develop the Community Orientated Policing Policy Services (COPPS) philosophy in the units/teams under his/her direction.
20. Support the unit/team supervisors in their work and insure that they are properly supervising the activities of their subordinates.
21. Communicate the policies of the department to subordinate personnel and suggestions of subordinates to the Police Chief.

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

**SKILLS:**

1. Public speaking.
2. Independent decision-making.
3. Interpersonal, communication, and conflict resolution skills.
4. Presents a positive image.

**KNOWLEDGE:** Knowledge of:

1. Contemporary management, supervisory and labor relations practice.
2. Modern procedures, practices and methods of Police Administration, criminal investigation, identification, and collection and preservation of evidence.
3. Policies, regulations and rules of the Department, as well as pertinent federal, state and City laws, statutes, ordinances and relevant court decisions.
4. Availability and usefulness of computer systems to assist in improving law enforcement services.

**ABILITIES:** Ability to:

1. Establish priorities, goals and objectives for Teams/Units. Develops, coordinates and implements plans to effectively achieve City and Department goals and objectives. Effectively manages both routine and special events, and emergencies.
2. Analyze overall effectiveness of operations and implement appropriate courses of action.
3. Plan, organize and assign schedules of Team/Unit for staff to provide required services.
4. Conduct studies and prepare completed staff work and recommendations.
5. Develop and present ideas and recommendations orally and in writing.
6. Interpret and effectively implement City and Department priorities, policies, orders and regulations.
7. Operate and supervise operations of equipment skillfully, safely and in conformance with applicable law.
8. Qualify with a passing score on departmental course of fire for firearms.
9. Qualify to carry a concealable firearm.
10. Establish and maintain good working relationships with co-workers and the public.

All sworn classifications, including Police Captain, may be exposed to the following physical and environmental demands:

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer

3. Telephone or cell phone
4. Pager
5. Copier
6. Print kit
7. Calculator and 10-key adding machine
8. Facsimile machine
9. Two-way radio
10. Patrol car, including computer and printer
11. Paper shredder or cutter
12. Specialized computer software
13. Car radio
14. Gasoline pumps
15. R.A.D.A.R. guns
16. Taser guns
17. Hand-pack radios
18. Handguns, shotguns, and in some cases, rifles
19. Bullet proof vests
20. Ammunition
21. Eye, ear, hand and head protection equipment
22. Handcuffs
23. Flashlight
24. Uniforms
25. Batons and short batons
26. Chemical agent weapons
27. Chemical reagents
28. Narcotics test kit
29. Citation books, report forms, pencils and pens
30. Cameras/tape recorders/video cameras
31. Keys to a variety of City locks

**ADDITIONAL COMMENTS:**

The work of all sworn personnel may be dangerous. Officers go from being seated in a docile position in their police cars to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes within a short period of time.

**PHYSICAL DEMANDS:**

1. **Standing:** Typically, officers stand while taking police reports, communicating with citizens and while directing traffic. They also stand at the scene of traffic accidents, crimes and often stand while awaiting information at a hospital after a traffic accident has occurred. Officers stand while booking prisoners in a jail or detention facility or while confronting suspects/citizens during the normal course of duty.
2. **Walking:** Typically, officers walk while going to a home, business or site of an incident where they take reports. Officers also walk while returning to their patrol cars. Officers walk while in the police facility on police business such as filing a report, attending briefings or during training.

3. Sitting: Typically, officers spend a great deal of time sitting while driving a patrol car or other police vehicle. A majority of the officer's time may be spent sitting in a police vehicle. Occasionally, people will invite officers to sit down while they are taking a report. Officers may also sit while waiting at a hospital during the treatment of an arrested person or while attending training or performing office tasks and report writing.
4. Stooping/Bending: Typically, stooping and bending are necessary if officers are at the site of a crime in progress. Stooping or bending may also be needed to take a position of cover or concealment. Officers may find it necessary to pick up an uncooperative prisoner or may find it necessary to assume awkward positions in order to place a person under arrest and/or in a patrol car.
5. Lifting: Officers may have to pick up prisoners if the prisoner is not cooperative as in the case of a prisoner under the influence of drugs or alcohol. On occasion it might be necessary to assist another officer in carrying a prisoner and they may have to lift and/or drag up to 165 pounds. Items such as evidence or recovered stolen property like television sets, computers, stereos, or bicycles may also be lifted on occasion.
6. Carrying: Officers may have to carry a prisoner if the prisoner is not cooperative or incapable of walking on his/her own. They also carry weapons on their duty belts which may weigh up to 30 pounds when equipped with portable radio, handcuffs, batons, flashlights, and extra ammunition. This extra weight increases the fatigue factor of an officer on duty. Officers may need to carry barricade equipment, car video equipment, spike strips, briefcases or other materials during the course of their shift or while attending a court hearing.
7. Pushing/Pulling: Officers may find it necessary to push stalled cars out of the roadway to avoid traffic hazards. Pushing and pulling might also be involved while dealing with uncooperative or combative prisoners or when attempting to gain entry.
8. Balancing: Officers need to be able to balance while walking on a roof or fence or while going over ledges when trying to apprehend a criminal suspect. Officers may also find it necessary to climb ladders. In addition, Officers have to demonstrate balance as part of a field sobriety examination associated with suspected drunk drivers.
9. Climbing: Officers may find it necessary to climb fences and ladders while pursuing a suspect. They may climb to get into a yard to cover the back of a house when there is a reported crime in progress. They will climb stairs to access all areas in questions or while working in the office.
10. Twisting/Turning: Twisting and turning activities might occur while wrestling a prisoner in an attempt to restrain him/her. Twisting and turning might also occur while searching buildings and vehicles or while searching collapsed buildings or other structures for victims of an earthquake or other disaster.
11. Kneeling: Kneeling might occur while attempting to arrest or apprehend a suspect or may be necessary in the identification and collection of evidence at a crime scene.
12. Reaching: Reaching may be involved in restraining an uncooperative prisoner who is climbing or trying to resist arrest and in the investigation of a crime scene.

13. Manual Dexterity: It is necessary for officers to demonstrate manual dexterity in many instances such as when handling a firearm or radio, restraining a prisoner, utilizing handcuffs or mace, investigating crimes, handling evidence, using a baton, etc.
14. Speed: Typically, officers work at their own pace. However, when assigned an urgent/emergency call for service or when circumstances dictate, they need to be able to respond as quickly as possible and then be able to complete the call and be available for service. In addition, speed in running or walking may be needed in the pursuit of suspects.
15. Running: Officers may be required to run in order to catch a person suspected of committing a crime. Officers might also run to come to the aid of a victim or fellow officer.
16. Kicking: Officers may have to kick a door open to gain entry into a structure in order to effect an arrest or render life saving first aid.

**ADDITIONAL COMMENTS:**

Under typical office conditions, all sworn personnel perform many of the physical activities listed above, but with emphasis on office-related activities such as handling files, books, binders, and sometimes boxes of work-related material:

**SENSORY DEMANDS:**

1. Seeing: Officers require good (color) vision as part of the job. Officers need the ability to survey and assess any given situation and be alert at all times. For example, when searching for weapons, identifying a suspect, driving in a high speed pursuit, etc. Peripheral vision is required in this type of work. Good vision in each eye correctable to 20/30. In addition, officers must possess a full spectrum of color vision in order to differentiate vehicles, clothing descriptions, drugs, chemicals, etc.
2. Talking/Hearing: Officers are required to have the ability to talk and hear since they must be in constant communication, and on their two-way radios with the police dispatch center. In addition, officers must be able to effectively communicate with fellow employees or citizens, whether it be in person, on the radio or by phone. Officers need to know the police radio code system and need the ability to listen and write at the same time.
3. Touching: Officers need the ability to distinguish contraband or other materials when performing a search on a suspected criminal. Officers may need to identify certain items such as guns, drugs, needles, etc.
4. Smelling: Officers need to have the ability to smell and sense odors, especially when in contact with a suspected drunken driver or in the event of a fire or during the search of facilities such as a drug lab or other illegal operation.

**ADDITIONAL COMMENTS:**

Under typical office conditions, all sworn personnel utilize these senses while using a personal computer, Police Department computer, telephone, fax machine, printer, copier, adding machine or calculator, paper shredder camera, two-way radio, paper shredder, paper cutter, etc.

**ENVIRONMENTAL CONDITIONS:**

As a Police Captain, normal office conditions exist up to 50% of the time, with noise levels, lighting, flooring, ventilation, dust and fumes conducive to a typical office environment. Varying weather conditions exist, when traveling by car or plane to meetings or attending training. Noise levels vary from low to high equipment noise, with some exposure to carpet, tile, grass, dirt, rock, uneven surfaces or gravel. In addition, normal outdoor levels of dust exist, in addition to dust and different types of ventilation depending upon mode of transportation or training environment. While working as a sworn officer, the following conditions may also exist:

1. Officers assigned to the Patrol Division work out in the field up to 90% of the time (which includes time spent in a patrol vehicle). Officers on special assignments may work inside at a desk a majority of the time, depending on the assignment.
2. Temperature/Weather: Officers can be exposed to all types of weather conditions. It is not uncommon to be exposed to very cold, damp or wet conditions outside at night or very hot and dry conditions during the day.
3. Noise/Vibration: Officers are exposed to the noise of the police radio. Very often, Officers patrol with the police car windows down in order to hear outside sounds, such as cries for assistance. Officers using a siren in a police car are exposed to higher than normal decibel noise. Officers are exposed to sounds of gunfire during training exercises, or when involved in a shooting situation while working an assignment.
4. Hazards:
  - a. Mechanical: There is a possibility of being hit by an automobile while stopping traffic. There is also a possibility of weapons malfunctioning.
  - b. Electrical: Officers respond when there is an electrical line down and may be exposed to the possibility of electrical shock.
  - c. Burns: Officers may be exposed to small burns resulting from lighting flares at traffic accidents. The police also respond to fire calls and, on occasion, may arrive prior to Fire Department personnel and check buildings, which are on fire to determine if anyone is inside.
  - d. Explosives: Officers may be exposed to explosives when responding to bomb threats. If the police are the first ones on the scene of a bomb threat, they could be required to conduct a search of the structure or area and begin a criminal investigation.
  - e. Radiant Energy: Officers may be exposed to very low frequency of X-Rays while accompanying a prisoner in need of treatment to the hospital or when using a R.A.D.A.R. gun during in speed enforcement.
  - f. Other: Officers stand the risk of being shot and/or assaulted. Officers may come into contact with a variety of unknown drugs which may enter the system by inhalation or through skin pores. Officers may also be exposed to contagious diseases through contact with infected persons. Diseases may be

transmitted to officers by exchange of body fluids such as blood, urine, feces, vomit, saliva, etc. These instances may occur when attending to a traffic accident, being bitten by an infected suspect or animal, or by providing mouth to mouth resuscitation to a victim or fellow officer. Officers may also be physically injured during confrontations with suspects or prisoners.

### **ADDITIONAL COMMENTS:**

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, two-way radio, paper shredder or paper cutter.

### **ATMOSPHERIC CONDITIONS:**

1. Fumes: Officers may be exposed to fumes in industrial areas and from automotive exhaust. Officers may also be exposed to fumes while in contact with individuals who smoke, while testing suspected drugs or while processing a crime scene.
2. Mist: Officers may be exposed to early morning mist while working a patrol assignment.
3. Gases: Officers are often exposed to the odor of gasoline and carbon monoxide, often while at accident scenes or while refueling a police car which must be done on each shift. Officers may choose to carry tear gas. During training, officers may participate in exercises where inhalation of tear gas or exposure to pepper spray occurs.
4. Ventilations: As indicated, officers may work in a patrol car with the window open or with the air conditioning or heater running.
5. Odors: Officers are exposed to many odors while patrolling industrial areas.
6. Dust: Officers are exposed to normal and environmental dust throughout their careers.

### **FLOOR SURFACES:**

Sworn personnel stand on a variety of surfaces while performing their duties. These surfaces include but are not limited to cement, asphalt, dirt, uneven dirt fields, uneven surfaces, gravel, linoleum, tile, and carpet. In addition, surfaces may be slippery and conditions may be undetectable due to the presence of rain, mud, oil, chemicals, bodily fluids, or other substances.

### **REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. A Bachelor's degree in Criminal Justice, Organizational Behavior, Public Administration, or a related field from an accredited college or university at time of appointment and a minimum of two years experience as a Police Sergeant.

2. Possess both Peace Officer Standards and Training (P.O.S.T.) Advanced and Supervisory Certificates.
3. Administrative experience that has included work on a municipal budget, grant writing and administration, community group leadership and participation, and other special project type work is highly desired.
3. Be at least 21 years of age.
4. Be able to meet the current POST medical standards for a peace officer and be free from any physical condition, which might adversely affect the exercise of power as a peace officer.
5. Pass a POST background investigation, which includes a polygraph examination, an extensive Department of Justice criminal record check, an FBI check and a firearms clearance.
6. Pass a post-offer psychological evaluation and medical examination, which includes a drug test.
7. Must be a U.S. citizen.
8. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles.
9. Required to be proficient in typical police weaponry and must maintain department firearms qualification requirements.
10. Pass all required department and POST training.
11. Must possess and maintain C.P.R. and First Aid certificates.
12. Establish and/or maintain residency within 45 minutes normal driving time from the Gilroy Police Station within 18 months from date of hire.
13. Prefer bilingual (English-Spanish).
14. Prefer non-tobacco user.