



CITY OF BANNING, CALIFORNIA

Police Captain

Job Code: 2016

FLSA **Exempt** **Non-Exempt**

JOB DEFINITION: Under general direction of the Police Chief, performs a variety of duties associated with supervising and administering Police Department operations for the protection of life and property and maintaining and enforcing law and order.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Serves as the Chief of Police in the absence of the Police Chief and otherwise administers the day-to-day operations of the Department, including administering the department budget, oversight of Internal Affairs, non-sworn staff and supervision of Lieutenants. Implements and enforces Department policies and procedures. Delegates administrative and supervisory responsibilities to subordinate staff. Ensures compliance with administrative procedures and instructions and oversees the daily operations of the Police Department. Provides oversight and project management for capital projects. Assists in strategic and long range planning for the Police Department. Obtains, disseminates and exchanges information and communicates efforts and activities of the Police Department with other law enforcement agencies, staff, other City departments and the public.

Ensures employees of the Department receive the training and equipment needed to safely complete assignments. Mentors and assists in the training of subordinate staff. Coordinates the operation and management of related technologies to maximize interoperability of related Police components. Oversees the performance of subordinate staff and provides input for evaluations. Provides counseling, problem solving and conflict resolution to staff.

Performs other duties as assigned or required.

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KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of modern law enforcement trends and practices.
- Knowledge of the legislative process and legal terminology.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Law or Criminal Justice, or closely-related field **AND** three (3) years of law enforcement management and/or supervision, at or above the rank of Police Sergeant or equivalent position. A Master's Degree is highly desirable, as well as possession of P.O.S.T. advanced and supervisory certificates.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain State of California Police Officer Standards and Training (POST) supervisory certification and California driver license. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.