



CITY OF CHINO

Captain

Definition:

Manages divisions in the City of Chino Police Department and performs related work.

Class Characteristics:

This position reports to the Chief of Police.

Essential Duties:

- Directs staff.
- Oversees the preparation of complex criminal cases for court.
- Analyzes the level of criminal activity; looks for trends and makes recommendations for changes in operating procedures.
- Directs the development and implementation of a comprehensive training program to ensure staff maintains current law enforcement skills and knowledge.
- Evaluates employees' performance; rotates assignments.
- Complies with City Rules and memorandums of understanding related to employee relations matters.
- Researches a variety of law enforcement issues and makes recommendations regarding Department policies and procedures.
- Prepares City Council Agenda submittals and reports.
- Makes presentations to City Council, City staff and various organizations.
- Responds to verbal and written requests for information; meets with the public.
- Ensures staff compliance with City/Department policies, regulations and the laws.
- Consults with management staff, legal counsel and other personnel in the City.
- Coordinates activities with other law enforcement agencies.
- Participates in the development of the Department's goals and objectives.
- Develops and administers a budget.
- Serves as Acting Chief of Police when assigned.
- Interacts with co-workers in a collaborative manner.
- Provides completed staff work.
- Maintains prompt and regular attendance.
- Requires the availability to work weekdays, weekends, evenings and holidays.
- Performs duties in compliance with the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential duties of the position.

Education and Experience:

- High school diploma or equivalent (required).
- Bachelor's degree in police science or a related field (desirable).
- Lieutenant in a California law enforcement agency (required).
- A Performance Evaluation with an overall minimum rating of "Exceeds Standards" for the last year is required.
- P.O.S.T. Management Certificate (required).
- Graduation from the National FBI Academy, P.O.S.T. Command College, West Point Leadership Academy, and/or P.O.S.T. Supervisor Leadership Institute (desirable).

Knowledge/Skills:

- Law enforcement and police administration principles, practices and techniques.
- Causes and prevention of delinquency.
- Traffic enforcement and education.
- Rules of evidence.
- Laws pertaining to search, seizure and arrest.
- Court procedures.
- Public relations.
- Interagency communication and mutual aid practices.
- Local government practices.
- Establishing and maintaining effective relationships with the community at-large, the City Council, other public officials, and co-workers.
- Patrol methods, criminal investigation, and identification techniques.
- Physical layout and composition of the City.
- Vehicle and Penal Codes.
- Personnel administration policies and procedures and principles of supervision.
- Data collection and analysis techniques.
- Municipal budgeting process; interpreting cost accounting reports related to budget and expenditures; planning and enforcing a balanced budget.
- Establishing work schedules, prioritizing and monitoring work progress.
- Selecting, training, supervising, and evaluating employees.
- Communicating clearly and concisely, both orally and in writing.
- Responding to emergency situations and threshold incidents.
- Understanding, explaining, and applying policies and procedures.
- Resolving challenging situations by application of management practices.
- Developing comprehensive plans to meet the City's future needs for police services.
- Representing the City and/or Department in a variety of meetings.
- Operating a computer; and utilizing and/or directing the use of various software programs.
- Dealing constructively with conflict and developing effective resolutions.

- Developing new policies to improve Department operations.
- Handling confidential matters with complete discretion.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Satisfactory results from a background investigation, polygraph test, psychological evaluation and physical examination, which includes a drug screen (required for external applicants only).

Physical Profile

Category IV Public Safety: Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to ensure the ability to carry out this responsibility.

Characteristics: Position in this category are actively and principally engaged in the enforcement of public laws or in protecting the public from physical hard and danger. The positions typically included in this category are peace officers and firefighters, whose everyday duties place high priority and demands on top physical fitness and agility.

Physical Requirements

- Moderate Lifting: Lifting 50 lbs. maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25lbs.
- Heavy Lifting: Lifting over 50 lbs., with frequent lifting, pushing, and/or carrying of objects weighing over 25 lbs.
- Climbing: Ascending or descending ladders, ramps, scaffolding, poles, and the like; using feet and legs, and/or hands, and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Color Vision: Ability to identify and distinguish colors.
- Distant Vision (Excellent): Without correction, vision not less than 20/40 in each eye, which must correct to 20/20 in one eye and not less than 20/25 in the other eye.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in one eye and wear corrective lenses whenever driving.

- Temperatures: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Fumes: Potential inhalation or contact with smoke, vapors, dust, or gases.
- Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment – Moving Objects: Ability to work around moving objects, machinery, or vehicles.
- Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.
- Heights: Ability to work on surfaces above 20 feet.

Employee Unit:

Unrepresented Management

Revised: 06/18/2019

Replacing Captain classification specification dated 01/06/09