



PALOS VERDES ESTATES  
Revision Date: Jun 26, 2024

# Police Captain

Class Code:  
PC

Bargaining Unit: Management & Confidential  
Group

## SALARY RANGE

\$62.09 - \$79.19 Hourly  
\$10,763.00 - \$13,727.00 Monthly  
\$129,156.00 - \$164,724.00 Annually

### CLASSIFICATION:

The Police Captain, working under the direction of the Chief of Police, manages either the operation or support division of the Police Department, provides leadership to police personnel, serves as second-in-command to the Police Chief, and may act as Police Chief in his absence.

### DUTIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A Police Captain performs the following:

- Assigns, directs, and inspects the work of subordinate first line patrol supervisors, bureau commanders, and civilian supervisory positions.
- Plans and directs records, dispatch, parking enforcement, jail, volunteers, personnel training, community relations, jail operations, Reserve corps, and animal control.
- Serves as advisor to the Chief of Police.
- Keeps the Chief of Police informed in a timely manner of all important matters pertaining to employees, the department, the City or the community. Examples include injuries to an employee (physical or emotional) or situations involving police employees that are potentially libelous, political, or hazardous.
- Enforces ordinances, policies and procedures pertaining to the work of the department.
- Monitors morale, personnel problems and complaints and evaluates the performance of subordinates.
- Makes periodic inspections of employees on their tour-of-duty.
- Directs involved field investigations.
- Takes police action when necessary such as responding to calls, directing traffic, assisting in cliff incidents, school shootings, talking to the media, coordinating mutual aid assistance, etc.
- Applies interpretation of laws and ordinances to situations arising in the course of work; prepares reports as required.
- Assigns and reviews internal affairs investigations and determines findings.
- Utilizes discretionary authority in deciding immediate police action on complaints.
- Attends meetings with other City departments, as well as groups, organizations and businesses external to the department.

- Emphasizes public relations as well as the performance of regular duties.
- Utilizes social media to stay connected with the community and public.
- Maintains contracts with outside vendors.
- Plans for and coordinates responses to emergency incidents on a City-wide basis and unusual occurrences including natural disasters, demonstrations, marches, rallies, dignitary visits, etc.
- May be called upon to serve as a Watch Commander; supervising employees to ensure proper compliance with, and proper enforcement of, laws, ordinances, departmental rules, and regulations.
- Performs a variety of administrative duties as assigned, such as budget preparation and management, timekeeping, personnel evaluations, training and research, equipment acquisition, purchasing, fleet management, grant writing and the administration thereof.

## **QUALIFICATIONS:**

### Knowledge and Abilities:

- Advanced knowledge of principles and practices of law enforcement, including patrol, investigation, custody and identification.
- Understanding of applicable ordinances, policies, and procedures.
- Leadership abilities to effectively direct, supervise, and evaluate the activities of others.
- A high degree of self-discipline, work ethic, well-groomed appearance, professionally spoken, and a good listener.
- Ability to remain calm during stressful and adverse situations and work under pressure with strict deadlines.
- Interpersonal skills to establish and maintain cooperative working relationships with public officials, employees, and the general public.
- Proven expertise in evaluating a situation, problem solving, and making independent decisions.
- Clear communication to concisely provide oral and written instructions.
- High level of judgment and tact to exercise confidentiality and handle controversial issues with sensitivity.
- Research, communication, analytical, and report writing skills.
- Mathematical ability to include adding, subtracting, multiplying, dividing, and calculating decimals, ratios, and percentages.
- Working knowledge of creating and formatting professional documents in Microsoft applications, including Word, PowerPoint, and Excel.
- High level of attention to detail.

### Required Experience and Education:

- Current experience at the level of Sergeant or above.
- Two years of responsible supervisory experience.
- Experience as a patrol watch commander.
- Valid California Class "C" driver license.

### Desired Experience and Education:

- Experience with a similar sized agency.
- College coursework in criminal justice, public safety, or other closely related field.
- Leadership training.

## **ADDITIONAL INFORMATION:**

### Position Information:

- Work schedule is based upon a 40 hours per week.
- The position is exempt and, therefore not eligible for overtime, except as authorized in the current Police Management Resolution for outside events.
- Probationary period for any newly appointed position is one year from the appointment date.

Eligibility list and Appointment:

The Chief of Police will make the appointment from the established eligibility list per the Personnel Rules.

## **PHYSICAL REQUIREMENTS:**

On a regular workday, this position's physical requirements are classified as *moderate*:

- Typical office setting with prolong periods of sitting; may require some driving to different locations.
- General use of standard office equipment, including a computer and computer screen for extended periods of time.
- Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports.
- May lift, load, push, or pull up to 25 pounds.
- Hear and speak to communicate in person or over the telephone.
- Exposure to and involvement in stressful situations.

*Please note, depending on the needs of the department, this position may at times require more extraneous physical requirements which are in-line with the requirements of a Police Officer position. Therefore, the individual should be in good physical condition and free from physical defects which would interfere with performance of the position, which may be spent on foot. An examination may be conducted to determine mental and emotional stability, physical agility, and stamina.*

- Height and weight must be proportionate.
- Hearing: normal.
- Color vision: normal.
- Visual acuity: not less than 20/70 in each eye uncorrected; corrected to 20/20 in the better eye and not less than 20/30 in the lesser eye.

## **CLASS SPEC TITLE 7:**

*The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*