

Summary of Duties: Plans, organizes and directs the work of sworn and civilian employees engaged in the operation of a geographical division or area, or a specialized or support division; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Police Captain commands a major police division or area; receives instructions in established policy and procedural matters, but the details of proper application are left to personal discretion. The work of a Police Captain is subject to inspection, review, and appraisal by higher Department officers. Incumbents in the class of Police Captain are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties: Commands a geographical division or area; determines the number of personnel to be assigned to watches and working units; inspects housing and equipment for condition and availability; coordinates the activities of division forces with specialist units in those activities.

Commands an investigative division such as Robbery-Homicide, Bunco-Forgery or Burglary-Auto Theft; assigns personnel to specific cases and problems and advises and instructs them in the proper conduct of the work; coordinates information gathered and work accomplished by different offices; deploys officers to special investigations as the need arises for their specific skills; evaluates evidence in criminal cases.

Commands a specialized or support division such as Personnel, Training, Administrative Vice, Internal Affairs or Traffic; may act as the Assistant Commanding Officer of a bureau in the Commanding Officer's absence; coordinates the work of the division to which assigned with that of other divisions of the Police Department to effectively achieve Department goals; acts as a member of a Board of Rights.

Analyzes the effectiveness and efficiency of practices and procedures employed; assists in the planning and determination of practices and procedures to increase the efficiency and adequacy of police service; dictates correspondence concerning complaints, orders, and requests for information; makes requisitions for personnel, materials, equipment, and supplies; recommends disciplinary action as necessary; addresses public groups and organizations; and undertakes programs of public information

service designed to produce an enlightened public support for the Police Department in the overall interest of the people of the City of Los Angeles; may be assigned to emergency preparedness

activities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program.

Qualifications:

A Good Knowledge of:

Organization, responsibilities, functions, procedures, and limitations on authority of the Police Department, the techniques and procedures of police record keeping, and the kinds of crime data which can be made available to those who seek such information.

Principles and practices of police science and administration as applied to field patrol activities, investigation, identification, traffic control and safety, and the varied functional services attendant upon police operations.

Criminal law, particular reference to the essential elements of crime, the rules of evidence, the laws of searches and seizures, and the preparation and admissibility of evidence in court.

Bail and writ procedures.

Provisions of the United States Constitution, the Constitution of California, the City Charter, and Civil Service Commission Rules relating to the Police Department.

Supervisory principles and practices including planning, delegating and controlling the work of subordinates.

Techniques of training, instructing and evaluation of subordinate work performance.

Techniques of counseling, disciplining, and motivating subordinate personnel.

Procedures for grievance handling.

Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.

Safety principles and practices.

A Working Knowledge of:

Organization, jurisdiction, and functions of the law enforcement and

social welfare agencies of the United States government, State of California, County of California, County of Los Angeles, City of Los Angeles, and other public and private agencies which have duties and activities related to those of the Police Department.

Civil defense organization and activities.

A General Knowledge of :

Memoranda of understanding as they apply to subordinate personnel.

City rules, policies and procedures.

An Ability to:

Analyze and interpret crime data and other technical information in the field of police administration.

Determine police needs from a study of crime trends and special conditions and direct the tactical deployment of available personnel to meet those needs.

Deal effectively with members of the Department, public employees, officers and other agencies, and the general public in all matters pertinent to the objectives of the Department.

Analyze situations and to adopt quick, effective courses of action.

Write a variety of reports, letters, employee rating reports, and complaint summaries.

Establish and maintain a work environment to enhance both employee morale and productivity.

Apply sound supervisory principles and techniques.

Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action program.

Minimum Requirements:

Completion of a probationary period as a Police Lieutenant in the Los Angeles Police Department is required.

License: A valid California driver's license is required.

Physical Requirements: Candidates for Police Captain must meet such medical and physical guidelines as the Board of Civil Service Commissioners may prescribe.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.