

THE CITY OF LOS ANGELES



CIVIL SERVICES COMMISSION

**CLASS SPECIFICATION****12/13/2012****MUNICIPAL POLICE CAPTAIN, CLASS 3188**

**Summary of Duties:** A Municipal Police Captain commands a Division, or a major bureau(s) and/or section(s) of a Division, consisting of both sworn police officers, civilian security officers, professional administrative and support staff. A Municipal Police Captain also commands staff engaged in wildland firefighting, and search and rescue operations at major regional City parks. A Municipal Police Captain also commands City and contract staff engaged in security technology consulting, design and installation at facilities Citywide as well as serves as the contract administrator for Citywide contractual security services, and applies sound supervisory and management principles and techniques in building and maintaining an effective work force.

An employee in this class has complete responsibility for planning, coordinating, and directing law enforcement, security functions and operations within a Division, and/or bureau(s) or section(s) of the Division. Incumbents in this class may report directly to a Senior Manager who has oversight of all law enforcement and security services, and the Oversight Committee as required by Administrative Code.

**Distinguishing Features:** A Municipal Police Captain is distinguished from a Municipal Police Lieutenant by having direct and overall responsibility for law enforcement and security services provided within the Division areas of responsibility. A Municipal Police Captain develops policies and procedures specific to the Division's needs. The Municipal Police Captain oversees the development of comprehensive security plans, directs police patrols and security services.

A Municipal Police Captain coordinates and directs the activities of major sections within a Division, which may include uniformed patrol, special operations, security coordination or program management for counter terrorism and security technology, fiscal operations, and professional development. The Municipal Police Captain exercises the controls of supervision and inspection principally through subordinate officers, to whom orders are issued and authority is delegated. The Municipal Police Captain is responsible for the implementation of programs and activities designed to increase the safety and security within the Department jurisdiction.

A Municipal Police Captain has direct responsibility for the functions of the Division, or bureau(s) or section(s) of the Division, which includes developing programs to enhance the safety and security of the City of Los Angeles, its employees, and the public: maintaining contact with managers, members of executive management from other City departments, elected officials, directors, and managers of federal, state, local, and special jurisdiction agencies; and overseeing the development and implementation of security plans for City departments.

**Examples of Duties:**

- Develops policy and independently or with subordinate officers, plans, directs, coordinates, and manages operations of the Division to ensure compliance with applicable rules and regulations, international, federal, state, and local laws and ordinances which pertain to operations and security;
- Addresses public groups, organizations, individuals and undertakes programs of public information service designated to produce and enlighten public support for the Division in the overall interest of the people of the City of Los Angeles;
- Issues policy directives and approves such orders for promulgation and execution;
- Plans, directs and coordinates the work of sworn and civilian personnel engaged in carrying out the functions of a Division, or bureau(s) and section(s) of the Division;
- Prepares and issues orders to subordinate officers; determines specific courses of action to meet unusual and difficult situations; takes active charge of extraordinary field operations;
- Coordinates with the Los Angeles Police Department and other agencies on law enforcement problems;
- Provides crowd control and security measures in cooperation with other governmental agencies during the arrival and departure of important dignitaries or special events;
- Conducts and assigns the review of personnel, equipment, facilities, and activities of all the Department's police and security officers, and administrative staff, in a bureau(s) or section of the Division;
- Reviews operations and performance records and reports of employees to determine the efficiency and effectiveness of the division;
- Works closely with other departments, divisions and law enforcement and security entities operating in and around jurisdiction;
- Reviews recommendation on personnel problems and makes final determination of whether to pursue disciplinary actions;
- Initiates and reviews the preparation of training programs and manuals of procedures for sworn and civilian employees;
- Interviews and selects employees for promotion;
- Works closely with Senior Management to develop appropriate policies, procedures, and staffing levels for purposes of providing protective services to customer departments and clients of the department;
- Analyzes the effectiveness and efficiency of practices and procedures to increase the efficiency and adequacy of police services;
- Maintains records and prepares reports of unit activities, personal injury and property damage; Prepares or coordinates the preparation of detailed reports, analysis, comments, or discussion documents relating to various law enforcement and security topics relating to jurisdiction and responsibility;
- Appears, addresses, and responds to City Council and industry leaders to respond to safety and security concerns within the City of Los Angeles to promote cooperation and adherence to law enforcement, safety, and security requirements;
- Serves as liaison with other agencies who have responsibilities within the City of Los Angeles for emergency services;
- Coordinates emergency procedures with tenants, local, and other governmental agencies; Coordinates mutual civil defense and anti-terrorism problems with local, state and federal law enforcement agencies;

- Reviews, evaluates information, reports, and other security-related documents to remain informed of current threats to affected facilities and of available counter measures;
- Directs the preparation of annual and monthly reports;
- Determines, prepares and presents the budgetary needs of the Division to executive management and appropriate levels within the department and agencies as directed; in accordance with budgeted allowances when requesting personnel, materials, equipment, and supplies to support the division operations;
- Administers expenditures of the Division in accordance with budgeted allowances when requesting personnel, materials, equipment, and supplies to support the division operations;
- Dictates correspondence concerning a wide variety of law enforcement and security activities;
- Communicates equal employment opportunity information to employees; and
- Does related work as required.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** A Municipal Police Captain must have the following knowledge and abilities:

**Knowledge of:**

- Organization, responsibilities, functions, procedures and limitations on the authority of the Office of Public Safety;
- 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 methods of field patrol activities, investigations and safeguarding critical infrastructure, including property, buildings, roadways, installations, and adjacent facilities;
- Joint or multi-agency federal, state and local law enforcements operations;
- Emergency management planning and preparedness for affected facilities and properties;
- Wildland firefighting and search and rescue techniques;
- Incident Command Systems;
- Laws and regulations governing law enforcement and security services;
- Federal, State, and Local ordinances applicable to sworn personnel;
- Sound management, supervisory principals and practices including planning, delegating and controlling the work of subordinates;
- Principles of Law Enforcement Officer Safety practices;
- Laws of arrest and the elements of misdemeanor and felony offenses;
- Public Relations principles and techniques;
- Grievance policies, investigations, and resolutions;
- City personnel rules, policies, and procedures;
- City Charter and Civil Service Commission Rules;
- Equal Employment Opportunity requirements; and
- Memorandum of Understanding for subordinate classifications.

**The ability to:**

- Develop and follow written and oral instructions;
- Analyze and interpret crime data and other technical information in the field of police administration;
- Apply complex policies and procedures;
- Interact effectively with employees, customers, law enforcement officials, public officials, and members of the general public;
- Work well with members of the community;
- Plan and effectively implement special operations addressing specific crime and security needs;
- Determine police and security needs from a study of crime trends and special conditions and direct the tactical deployment of available personnel to meet those needs;
- Prepare and evaluate clear and concise reports;
- Read and comprehend technical and legal information;
- Analyze situations and adopt quick, effective courses of actions, adapt to rapid changes; and
- Identify dangerous situations and potential acts of terrorism and develop a response to address the situation in a safe manner without jeopardizing the public.

**Minimum Requirements:**

- Two years of full-time paid experience as a Municipal Police Lieutenant with the City of Los Angeles; or
- Five years of full-time paid law enforcement experience, one year of which was as a second-level supervisor (normally a Lieutenant) with staff of at least 10 law enforcement officers, managing the patrol, traffic, safety, investigation, intelligence and security activities or operations of a law enforcement agency.
- Graduation from a recognized four-year college or university with a major in a closely related field is highly desirable.
- Possession of a current Management certificate issued by the California Commission on Peace Officer Standards and Training (P.O.S.T.) is required prior to appointment.

**Conditions of Employment:**

- Completion of a California Peace Officers Standards and Training approved Executive Development Management course within one (1) year of appointment.
- Must possess a valid California driver's license.
- Completion of a background investigation as required by California POST.
- May be required to meet medical and physical standards prescribed by the Board of Civil Service Commissioners.
- Appointment to a position in this class is subject to a one-year probationary period as provided by Charter Section 1011.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.6 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**