

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE CAPTAIN

DEFINITION:

Under direction, to have charge of a major organizational unit or a unit shift of the department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs and supervises the activities of all law enforcement and supporting employees assigned in a major organizational unit or unit shift;
- Assigns and transmits instructions and policies to subordinates;
- Trains officers in the maintenance of order, law enforcement, prevention of crime, problem oriented policing, protection of life and property, identification and records procedures, and jail security;
- Prepares work schedules;
- Submits reports and makes recommendations to higher ranking officers;
- Makes field inspections;
- Rates the work performance of subordinates;
- Oversees preparation of the unit's budget and monitors expenditures/allocations;
- Determines unit's resource needs including staffing, equipment, etc;
- Prepares and recommends discipline for subordinate officers;
- Hears appeals of disciplinary actions;
- Acts as a liaison from the Police Department to the City Mayor or Council offices regarding unit activities;
- Coordinates community/police partnerships;
- Attends community meetings and makes presentations to community groups;
- Serves as a liaison to outside agencies such as the Community College District or other law enforcement agencies;
- Investigates critical incidents such as officer shootings, misconduct, accidents, etc;
- Receives complaints and determines need for police action;
- Maintains maximum security in jail;
- Confers with commanding officers and acts for them in their absence;
- Advises attorneys and others concerning departmental procedures;
- Reviews arrest reports and assists officers in preparing cases for prosecution;
- Reviews and evaluates correspondence, information, and evidence received in the unit or shift.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Graduation from a P.O.S.T. approved or accredited college/university with a Bachelor's degree, **OR** possession of a California P.O.S.T. Management Certificate; **AND** two years of experience as a Police Lieutenant with the San Diego Police Department.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.