



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: POLICE CAPTAIN

DEFINITION: Under administrative direction, commands a major functional unit or unit shift of the Police Department and may assume command of the department during an assigned watch.

EXAMPLES OF DUTIES:

- Plans, directs, supervises, and coordinates the activities of all law enforcement and support personnel assigned to a major functional unit or unit watch;
- Instructs or supervises the instruction of officers in the maintenance of order, enforcement of laws, prevention of crime, protection of life and property, identification and records procedures, jail security and departmental policies, regulations and procedures;
- Reviews major crime reports and directs, coordinates and participates in the more important investigations;
- Reviews arrest reports and evidence;
- Interrogates suspects and assists officers in preparing cases for court presentation;
- Supervises and inspects the work of officers in the field;
- Recommends and carries out disciplinary actions;
- Reviews complaints and takes appropriate action;
- Conducts special studies and investigations and prepare comprehensive reports;
- Confers with and makes recommendations to commanding officers and acts for them in their absence;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

One year as Lieutenant in the Police Department.
A satisfactory efficiency rating.
A valid vehicle operator license.
(Completion of Police Science Courses is desirable)

DESIRABLE QUALIFICATIONS:

A good knowledge of principles, practices and techniques of police administration, organization and operations, purposes and procedures of staff and operating units in the police department; technical and administrative phases of crime prevention and law enforcement; including patrol, investigation, traffic control, record keeping, training and communication; public administration, including budget control and preparation, and personnel administration; planning, organizing and coordinating the work of a group of subordinate employees; establishing and maintaining successful relationships with subordinates, other public officials and the general public; a knowledge of City, State

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and Federal codes, laws, regulations, official procedures, local pertinent rules, ordinances, and other operations.

HISTORY:

Approval/Adoption Dates: 10/16/72