



## **West Valley - Mission**

Community College District

### **Class Specification**

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#### **Police Captain**

Classified Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 28

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#### **Definition**

To provide leadership and to plan, organize, direct, and review the activities of the police department within the health and public safety division; and to coordinate assigned activities with other divisions and outside agencies. Provide highly complex staff assistance to the Vice Chancellor, Health & Public Safety (Chief of Police) and assist in the development, administration, coordination, and implementation of policies, procedures, and activities of the police department.

#### **Supervision Received and Exercised**

Receives administrative direction from Vice Chancellor, Health and Public Safety/Chief of Police.

Exercises direct supervision over assigned management, supervisory, sworn, technical, and administrative support staff.

#### **Examples of Essential Duties**

Duties may include, but are not limited to, the following:

- Perform general law enforcement duties, including protection of life and property and enforcement of all laws within jurisdiction; function as incident commander during law enforcement events.
- Plan, organize, and direct activities of sworn law enforcement staff including patrol and investigations and non-sworn staff including records and emergency preparedness.
- Direct, oversee, and participate in the development of the district police work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Participate in the review and evaluation of service delivery methods, staffing configurations, and systems within the department/division identifying opportunities for improvement and making recommendations to the Chief of Police to enhance services.
- Develop, plan, and implement department goals and objectives, and administer policies and procedures.
- In the absence of the Chief of Police, and when assigned, perform duties as the Chief of Police.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; manage the department's internal affairs function; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Provide leadership to and manage the records management section; ensure compliance with all applicable laws, regulations, and reporting requirements.

- Manage, coordinate, and implement the district's emergency preparedness program; provide oversight and coordination during emergency situations.
- Manage and coordinate the department's training programs to ensure all standards and requirements are continually met; to include state mandated training, critical issues training, and assignment specific training.
- Coordinate mental health crisis response protocol and team response in coordination with district health services.
- Coordinate district public safety activities with local and regional law enforcement agencies and implement backup policies to preserve the peace and protect lives and property.
- Ensure department-wide compliance with applicable federal, state, and county operational requirements and programs.
- Coordinate and oversee the department's involvement in special events and development of operational plans.
- Participate in labor contract negotiations with the district police officer's association.
- Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Coordinate operations with other departments and actively work to integrate programs and services across departments; provide and receive integral support from other managers and supervisors.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

## **Minimum Qualifications**

### **Knowledge of:**

- Methods, principles, and practices of public safety functions in a community college environment.
- Accepted California law enforcement and public safety methodologies.
- Mandated peace officer training requirements including, but not limited to, firearms use, criminal investigative techniques and procedures, interview and interrogation techniques, domestic violence investigation techniques, crime scene investigation techniques, evidence collection and preservation, traffic collision techniques, and tactical communication techniques.
- Principles, practices, and techniques of law enforcement, security, and crime prevention, including current trends and case law affecting police work.
- Principles, practices, and techniques of police records management.
- Principles, practices, and techniques of emergency management.
- Principles and practices of supervision, training, and performance evaluations.
- Principles and practices of leadership, motivation, team building, training, and conflict resolution.
- Pertinent local, state, and federal laws, rules and regulations including Peace Officer Standards and Training (P.O.S.T.) requirements and standards.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

### **Ability to:**

- Work collaboratively within the Health and Public Safety Division to identify, develop and implement strategies for joint mental health crisis field response.
- Plan, direct, and control the administration and operations of the district police department.
- Assess emergency and non-emergency situations, determine and lead appropriate course of action.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; occasionally wear a vest and a duty belt of up to approximately 30 pounds; and occasionally carry weight of 75 pounds or less.

- Perform general law enforcement duties, effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.
- Handle firearms safely and effectively, including passing range qualifications.
- Prepare and administer division budgets.
- Supervise and participate in the development and administration of the division budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Operate a police vehicle in both emergency and non-emergency situations.
- Maintain objectivity while taking control of a situation.
- Lead a team exercising respect for the rights of others and maintaining good public relations.
- Develop and implement division policies and procedures.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply district and division policies, procedures, rules and regulations.
- Select, train, motivate, and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
- Communicate effectively with officials, co-workers, supervisors, the general public, representatives of public and private organizations, and others sufficient to exchange or convey information.
- Make sound, independent decisions as a commander and in emergency situations.
- Operate and use modern office equipment including computers and applicable software; utilize appropriate law enforcement equipment, including firearms.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.
- Pass an extensive background investigation including medical, psychological and polygraph exams.

## **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Experience:**

Five years of increasingly responsible experience in law enforcement and two years of administrative and management responsibility.

### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university. Major course work in Public Administration, Police Science, Criminology or a related field is preferred.

## **License and Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a valid Supervisory Peace Officer Standards and Training (POST) certification and or the ability to obtain a POST Management certification within two years of employment. Valid POST certification must be maintained during employment.

Possession of, or ability to obtain, a current, valid First Aid/CPR certification

*EEO Category: Executive/Administrative/Managerial*

*Approved Date: January 22, 2025*