

CLASS TITLE: PARK POLICE CAPTAIN

CHARACTERISTICS OF THE CLASS:

Class Code: 0723

Grade; P-7
Appd. 6/79
Rev. 4/80
Rev. 9/85
Rev. 3/86

This is a Command assignment at a management level. Officers assigned to this level will be responsible for performing difficult and complex managerial work requiring police status in directing operations of units or sections on a 24-hour basis. Officers at this level will assist in the development of Division policies, procedures, goals and objectives. The managers in this class will be responsible for effective operations of unit or section functions, directing, coordinating and reviewing the personnel through lower level managers and supervisors, normally involving a variety of difficult and complex ongoing assignments. A manager in this class will make independent judgments and decisions based on analytical and innovative thinking. Officers at this level receive general direction, and work is reviewed for effectiveness by the Operations Commanders. The officer is responsible for performing other related duties and assignments, including those of relating police activities to Commission objectives. Officers within this class may be assigned to various police areas of concern within the Commission's career structure.

EXAMPLES OF DUTIES

1. Serves as a Section Commander, responsible for any unit(s) or section(s) function.
2. Personally responds to serious situations in the field on a 24-hour "on call" basis.
3. Supervises and assists in Division Operations; responds to major events to direct activities of Division personnel and to coordinate with other police units or governmental agencies as needed. Is kept aware of problems around the clock, and in emergencies may be required to direct operations via radio depending upon the seriousness and/or difficulty of the situation. Maintains emergency plans and makes determinations as to the necessity for putting such emergency plans into operation.
4. Plans, schedules and coordinates the functional operations of units or sections. Prepares written reports making recommendations to the Operations Commander in implementing

and delegating responsibility.

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5. Makes periodic inspections of facilities, equipment, and personnel to insure compliance with Division policies and procedures. Evaluates immediate subordinates and counsels them on ways to improve performance. Initiates disciplinary action as appropriate. Reviews police reports and analyzes police activities for section assigned.
6. Discusses police operations with subordinate personnel and meets with individual organizations to identify law enforcement needs within the Parks system. Coordinates and develops plans for police Section(s) (e.g., training, use of facilities and equipment, coordination with other governmental agencies, etc.)
7. Supervises and assists in the preparation of the annual budget request for the Division; submits recommendations to Division Chief for review and approval. May assist Division Chief in evaluation of budget proposals and six-year budget projection submitted to Park Police Division Chief; may assist Division Chief in appearances before Park Director and M-NCPPC to explain budget requests.
8. May supervise and assist in establishment and maintenance of fiscal control procedures and record keeping for Division expenditure of County appropriations and Federal and State grants; submits recommendations to Division Chief for review and approval; coordinates activities with Federal State and County agencies as appropriate.
9. Meets with Division Chief, other Division personnel and other senior Park Department personnel on a regular basis to identify goals and objectives, develop policies, programs and procedures to achieve Commission goals and objectives, and to evaluate level of operational effectiveness. Submits recommendations to chain of command for review and approval.
10. Supervises and assist in the identification and development of new policies, programs, procedures or equipment to improve performance of Division. Submits recommendations to Park Police Division Chief for review and approval. Coordinates development of policy and procedures with other divisions as appropriate.
11. Reviews and approves reports prepared by Division; compiles

statistical data and writes periodic reports of Division activities for review and approval of Park Police Division Chief.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Ability to effectively manage resources and supervise personnel.

Ability to read and understand Federal, State and County criminal and traffic laws, Commission structure and functions, Department structure and functions, Department written directives (General Orders, Field Operations Manual, etc.), Administration Practice Manual, Personnel Merit Regulations, Law Enforcement Officer's Bill of Rights.

Ability to solve complex problems involving many variables.

Ability to analyze problems quickly and take appropriate action under stress.

Ability to read wide range of technical literature.

Ability to present ideas both orally and in writing in a clear and concise manner.

Considerable knowledge of methods and practices of budgetary preparation and control.

Good knowledge of program planning and evaluation.

Some knowledge of statistical analysis.

Ability to establish effective working relationships with other governmental agencies.

Ability to deliver lectures, talks, etc., to a wide variety of audiences.

Knowledge of and ability to use self-defense with standard issued divisional equipment.

Knowledge, skill and ability to effectively use standard police weapons.

Knowledge of or the ability to acquire knowledge of the County geography by street and road locations.

MINIMUM QUALIFICATIONS:

Comprehensive knowledge of police methods and administration; thorough knowledge of controlling laws and ordinances and of departmental rules and regulations; demonstrated ability to command respect of subordinates; ability to direct and supervise the work of others; ability to deal firmly and courteously with the public; good judgment; dependability. [thorough knowledge of or the ability to acquire thorough knowledge of the geography of the County;

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MINIMUM QUALIFICATIONS (Continued)

Must have at least eighteen (18) months experience as a Police Lieutenant with the Commission.

Examination: Applicants for this class will be required to take a written examination and will be rated on an oral interview by an Assessment Board. (Selections will be made in accordance with Commission selection rules and regulations.

Other: Must possess a valid motor vehicle operators license.

Must have personal integrity, and pay attention to details.

Must successfully pass the Commission's Annual Medical Examination for Park Police Officers as administered by a Commission approved physician.

Must successfully pass State Mandated Annual In-Service Training Program for certification.