

RESOLUTION NO. 3262-2009

RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING POSITION CLASSIFICATION AND SALARY FOR POLICE CAPTAIN

WHEREAS, it is the desire of the City Council to help enhance the level of leadership efficiency and support for the Police Department; and

WHEREAS, the reclassification of the currently authorized Lieutenant position to a Police Captain will help with the recruitment of a highly qualified and experienced individual to assist the Chief of Police in carrying out the critical leadership functions for the department; and

WHEREAS, in order to initiate a recruitment for the Police Captain, the reclassification and a salary level must be authorized by the City Council; and

WHEREAS, the proposed job description for the Police Captain position is included as Exhibit A and incorporated herein; and

WHEREAS, based on all of the evidence presented, the City Council finds that the Police Captain position will provide the critical leadership support necessary to carry out the mission and organizational goals of the Police Department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby approve the Police Captain position classification, and the proposed FY 2009-10 salary for the Police Captain position in the Police Department is established as follows:

Police Captain

Annual	81,595.48	85,675.25	89,959.02	94,456.97	99,179.81
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The above and foregoing Resolution was introduced by Councilmember Gjerde, seconded by Councilmember Courtney, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 13th day of April, 2009, by the following vote:

AYES: Councilmembers Turner, Courtney, Gjerde, Melo, and Mayor Hammerstrom.
NOES: None.
ABSENT: None.
ABSTAIN: None.


DOUG HAMMERSTROM,
Mayor

ATTEST:


Cynthia M. VanWormer, CMC
City Clerk

EXHIBIT A

CITY OF FORT BRAGG JOB DESCRIPTION

JOB TITLE: POLICE CAPTAIN

REPORTS TO: POLICE CHIEF

TYPE: EXEMPT - MID-MANAGEMENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

POSITION SUMMARY:

This is an exempt mid-management position reporting directly to the Chief of Police, and may serve as the Acting Chief in the absence of the Chief. The Police Captain directs, manages, supervises, and coordinates the daily activities of the sworn, as well as non-sworn staff within the Operations and Support Divisions of the Police Department; assists the Police Chief with planning and research, budget preparation, personnel issues and supervision; and coordinates assigned activities with other City departments, divisions, and outside agencies. The Police Captain will also train, motivate and evaluate sworn personnel, as well as non-sworn support staff within the Police Department; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary procedures. The Police Captain will actively enforce all applicable Federal and State laws and City and County ordinances. The Police Captain may serve as staff on a variety of boards, commissions and committees, and professional group meetings. The Police Captain serves as a role model within the department. He/she must possess a high standard of integrity.

ESSENTIAL FUNCTIONS:

- Directs, manages, supervises, and coordinates the organization, staffing, and operational activities for an assigned Division within the Police Department, including the Field Operations, Investigations, or Support Services Division.
- Plans, organizes, directs and evaluates the work of divisional personnel in implementing the expressed goals, policies and directives of the Police Department;
- Provides administrative management, leadership, and motivation to divisional personnel to facilitate the provision of efficient and effective public safety measures, and to ensure the maintenance of a positive quality of life for all City residents and the general public;
- Confers with the Police Chief in the development and implementation of goals, objectives, policies, and priorities for assigned programs and activities, including monitoring and evaluating the efficiency and effectiveness of service delivery needs, and making appropriate recommendations regarding the administration of policies and procedures, service and personnel needs;
- Assesses and monitors the effectiveness and efficiency of service delivery methods and procedures, including assessing work load, administrative and support systems, internal/external relationships, and makes appropriate recommendations for improvements to the Police Chief;
- Plans, organizes, directs, and evaluates the work of Departmental personnel in implementing the expressed goals, policies, and directives of the City Police Department;
- Participates in various aspects of personnel administration, including selecting, training, motivating, and evaluating assigned personnel;

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- Oversees training and educational directives throughout the organization, including coordinating staff training, identifying employees' deficiencies, and implementing discipline procedures as necessary;
- Plans, directs, coordinates, and reviews the work plan for assigned area of command, including meeting with personnel to identify and resolve problems, assigning work activities, monitoring work flow, and reviewing and evaluating completed work to ensure efficiency;
- Participates in the development and administration of the departmental annual budget, including estimating operational funds for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and directing and implementing adjustments as necessary;
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing the objectives set forth by the department;
- Provides effective professional liaison between the Police Department and other city departments, divisions, outside agencies, and the general public;
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities;
- Addresses complaints or concerns from the public regarding significant and/or controversial issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution;
- Provides administrative assistance to the Police Chief, including preparing and presenting staff reports, and other related correspondence as required;
- Coordinates management meetings, addresses any problems or concerns, and takes appropriate measures to facilitate a timely and efficient resolution;
- Monitors the work of all divisional law enforcement personnel to ensure all official Police Department business is conducted in a professional manner and in accordance with established laws and procedures;
- Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized emergency management system regulations, including participating in organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing City's Emergency Action Plan, and participating in organizing, planning, and practicing EMS training;
- Provides computer systems management for the department, including maintaining department computers, providing technical support and advice to departmental personnel, researching and making recommendations on new software, and troubleshooting software as necessary;
- Participates on a variety of boards, commissions, and professional group meetings;
- Assumes the responsibilities and duties of the Police Chief in his/her absence;
- Stays abreast of new trends and innovations in the field of law enforcement;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification

TYPICAL DUTIES AND RESPONSIBILITIES:

- Comprehensive knowledge of the principles and practices of law enforcement administration and management techniques;

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- Comprehensive knowledge of the organizational and management practices of law enforcement program development and administration;
- Comprehensive knowledge of the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property;
- Comprehensive knowledge of Federal, State, County, and City Municipal codes, laws and regulations;
- Comprehensive knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals;
- Comprehensive knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques;
- Comprehensive knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, and custody of offenders, and rules relating to the seizure and preservation of rules of evidence;
- Comprehensive knowledge of offensive and defensive weapons nomenclature and theory;
- Comprehensive knowledge of appropriate self defense tactics;
- Comprehensive knowledge of effective and appropriate interviewing and interrogation techniques;
- Comprehensive knowledge of first aid and CPR procedures;
- Comprehensive knowledge of the safe and appropriate use of firearms and other related police equipment;
- Comprehensive knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement;
- Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices, and budget preparation methods;
- Ability to provide effective supervision, training, leadership, and motivation to assigned division personnel;
- Ability to effectively interpret and apply laws, regulations, policies, and procedures;
- Ability to gain knowledge of supervisory and administrative techniques and methods, including budget preparation methods;
- Ability to meet required first aid standards as prescribed by the State of California, and to effectively administer appropriate first aid as necessary;
- Ability to demonstrate skill and efficiency in firearms use;
- Ability to effectively apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement;
- Ability to effectively maintain composure under adverse conditions such as public harassment, critical injuries, and death;
- Ability to establish and maintain effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds;
- Ability to analyze situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action;
- Ability to present evidence in court in an effective and professional manner;
- Ability to work flexible hours and shifts as assigned;
- Ability to prioritize work and work independently using good judgment in decision-making;
- Ability to administer defense tactics and other defensive measures in a diplomatic and appropriate manner;

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- Ability to effectively employ a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques;
- Ability to safely and effectively operate a patrol vehicle at high rates of speed requiring good judgment and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public;
- Ability to effectively observe and accurately recall names, faces, numbers, incidents, and places;
- Ability to meet physical requirements established by Department;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

TOOLS AND EQUIPMENT USED:

Incumbent is required to safely operate the following equipment in the performance of duties: a variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, computers and pagers; Mobile display terminals (MDT), audio/visual equipment and any other equipment assigned.

SPECIAL REQUIREMENTS:

Possession of valid Class C or higher California driver's license

Possession of an P.O.S.T. Advanced Certificate

Possession of a P.O.S.T. Supervisory Certificate

Possession of a P.O.S.T. Management certificate or the ability to obtain the certificate within two years of appointment

MINIMUM EDUCATION/EXPERIENCE:

Ten (10) years of broad and extensive experience in all major aspects of police work, including at least 2 years of experience at Mid-Management level or above.

Bachelor's Degree in Police Science, Criminal Justice, Law Enforcement Administration, Business or a related field.

DESIRABLE EXPERIENCE/EDUCATION:

Possession of a POST Management Certificate

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Master's Degree from an accredited college or university in Criminal Justice, Law Enforcement or related fields; successful completion of training and/or certification programs which provide those skills and abilities required to perform those duties and to meet those qualifications described above, such as the FBI National Academy, LAPD West Point Leadership Program, or P.O.S.T. Command College.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Advanced Computer skills in MS Office Word, Excel, Outlook and PowerPoint

PHYSICAL ABILITIES:

Work is generally performed in a typical office environment, with most time spent sitting, standing or walking. Position may require work outdoors and using body, ear and eye protection. Incumbent may be required to work rotating shifts and assignments, and may work overtime with little or no notice. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lb utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50 lbs and more. The incumbent may respond to complex police situations or emergencies and is therefore subject to any of the hazards encountered by police patrol officers.