

## EAST BAY REGIONAL PARK DISTRICT

### POLICE CAPTAIN

#### GENERAL FUNCTION

The Police Captain will plan, direct and organize the law enforcement activities of the Public Safety Department and supervise field operations and investigations through sergeants and detectives. The Captain also oversees the volunteer services unit.

#### PRINCIPAL DUTIES & RESPONSIBILITIES

Maintain a current, thorough knowledge of law enforcement operations, techniques and equipment. Conceive and recommend specific objectives and plans for on-going operation and for special projects. Plan, organize and direct the patrol and general field operations of law enforcement personnel: (a) Develop, document and maintain patrol routes and schedules which ensure attainment of route coverage and standards. (b) Plan and direct investigation strategies and operations. (c) Provide direct supervision to lieutenants and detectives. (d) Ensure the maintenance of documented procedures. Ensure understanding on the part of all Public Safety Department personnel of all applicable ordinances and statutes, and the procedures for enforcement. Ensure dissemination of approved security and emergency procedures for use by District personnel. Monitor field operations and investigations to ensure performance in accordance with established standards, plans, objectives, policies and procedures: (a) Periodically accompany personnel in performance of their duties. (b) Review patrol logs and investigation reports. (c) Direct field operations and investigations as required. Conceive and make recommendations to the Chief regarding District policies, procedures, operating standards equipment, and facilities related to field operations. Develop and recommend operating standards for field staff levels, assistance response times, report requirements and other Public Safety activities. Prepare or direct preparation of required reports on field operations activities including: (a) Personal and traffic accident reports where Public Safety personnel are involved. (b) Detective investigation reports. (c) Patrol logs. (d) Personnel overtime reports. Determine training needs of officers and detectives in coordination with Administrative Services Department and the Personnel Department; implement training programs. Prepare and recommend the annual budget for field operations, including equipment, supplies and personnel. Through periodic meetings, memoranda and other means, ensure the timely dissemination of District and department information which is relevant in general or in terms of individual job responsibilities. Maintain liaison with counterparts in other nearby law enforcement agencies; coordinate activities as required. Represent the District's law enforcement interests at meetings within and outside the District, as appropriate.

#### MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university with major work in Police Science, Public Administration, or related field: and

Experience: Five year's experience in public safety or law enforcement field, two of which must have been in a middle manager or administrative position. Additional experience may substitute for a maximum of two years of the required education on a year for year basis.

A currently effective and valid driver's license is a condition of initial and continued employment in this classification.

COORDINATES/PARTICIPATES WITH

As required, work with Fire Chief to coordinate enforcement and fire operations and search and rescue activities. Coordinated with lieutenant, Administration to ensure that adequate communications and dispatch capabilities are available. Coordinated with lieutenant, Administration to ensure development and maintenance of appropriate law enforcement records, systems and procedures.

Coordinate with park managers to ensure appropriate posting and understanding of park visitor rules related to safety, security and traffic control. Advise Planning & Design the law enforcement considerations of proposed park master plans.

ADMINISTRATIVE RESPONSIBILITIES

Follows District policy in selection of subordinates, provides guidance as necessary: (a) Ensure that subordinate positions are thoroughly and clearly defined, and that incumbents are qualified and know that is expected of them. (b) Plan and direct the development of subordinates in objective and complete. (c) Periodically conduct performance evaluations which are objective and complete. (d) Through periodic meetings, memoranda and other means, ensure the timely dissemination of information which is relevant to an employee's individual job responsibilities, or to answer questions and obtain information on a day-to-day basis for subordinate employees. Responsible for managing employees and exercising independent judgement to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline subordinate employees, direct subordinates, adjust their grievance or to effectively recommend such action.

REPORTS TO: AGM, Public Safety Division

SUPERVISES: Lieutenants, Sergeants, Detectives, and Volunteer Coordinator