

POLICE CAPTAIN

PURPOSE

To serve as division commander of either the Operations or Support Services Division; to plan, direct and coordinate the activities of personnel; perform as Acting Chief in the absence of the Police Chief; and to provide highly responsible assistance to the Police Chief in furtherance of the department's strategic goals and the City of Dixon's commitment to professional, community-centered policing.

WORKING CONDITIONS

Positions in this class are occupied by armed peace officers who may be assigned to work in uniform or in plain clothes. Shift schedules and job assignments may be rotational. Duties involve both field and office work and require frequent public contact including difficult or high-stakes situations. The Captain is expected to maintain availability for response to critical incidents outside of normal duty hours.

PHYSICAL DEMANDS

Work may include prolonged sitting, moderate to heavy lifting (25 lbs. to 100 lbs.+), reaching, climbing, stooping, twisting, grasping, crawling, pulling and pushing. The position also emphasizes speech, hearing, and vision attributes.

DISTINGUISHING CHARACTERISTICS

This managerial classification is distinguished from the Police Lieutenant class in that it carries significantly broader responsibility and greater authority to act for the department. A Police Captain exercises the full range of supervisory and managerial authority over both sworn and professional staff personnel. The Captain serves as Acting Police Chief as assigned and is expected to exercise independent command judgment consistent with departmental values and policy.

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

Plans, directs, coordinates, and supervises the activities of an assigned division; leads development and implementation of departmental policies, procedures and strategic planning initiatives consistent with the Police Chief's direction and the department's core values.

ESSENTIAL FUNCTIONS - continued

Manages administrative responsibilities for the assigned division including personnel matters, purchasing, and community relations; conducts studies and analyses of departmental functions as directed by the Police Chief.

Reviews, monitors, and evaluates the work of assigned division personnel to ensure compliance with departmental policy, legal mandates, and professional standards; takes corrective action as appropriate.

Provides command-level technical and administrative direction across assigned division operations, ensuring service delivery that reflects the department's commitment to accountability, transparency, and community trust.

Develops, coordinates, and oversees training programs in all phases of police operations including use of force, tactics, field training, emergency operations, crisis intervention, and de-escalation, ensuring compliance with POST standards, current legal mandates, and court decisions.

Oversees the department's use-of-force review process and body-worn camera program compliance, ensuring timely review of critical incidents and adherence to department policy and state law.

Coordinates and maintains working relationships with allied law enforcement agencies, regional task forces, and outside organizations; represents the department in mutual aid situations and multi-agency operations.

Prepares staff reports and conducts investigations of employee misconduct as required; recommends and, when authorized, initiates discipline for violations of policy or professional standards, consistent with applicable MOUs, state law, and due process requirements.

Responds to and resolves citizen complaints and public inquiries in a manner consistent with the department's core values of accountability, honesty, and respect; documents outcomes as required. Oversees background investigations and related components of sworn and professional employee candidate processing.

Responds to and provides necessary coordination and command direction at scenes of major field incidents including officer-involved shootings, critical use-of-force events, bomb threats, mass casualty events, and other critical incidents; availability for response is a condition of command-level employment.

Participates in developing the departmental budget; administers and monitors the assigned division budget; oversees grant-funded programs and ensures compliance with grant reporting requirements.

Represents the department to outside and allied agencies and organizations; participates in outside community and professional groups and committees, providing technical assistance as necessary.

Supervises, trains, and evaluates assigned personnel; fosters a culture of professional development, ethical conduct, and continuous improvement consistent with department values.

Applies data-driven policing principles and departmental technology systems including CAD, RMS, body-worn cameras, and crime analysis tools to inform operational decision-making and resource allocation.

Actively supports and promotes employee health, wellness, and peer support programs; monitors personnel for signs of stress, trauma, or performance concerns and connects employees with appropriate resources.

Builds and maintains effective working relationships with co-workers, city employees, community members, and external stakeholders; models the department's core values of Service, Honesty and Integrity, Accountability, and Respect in all professional interactions.

Responsible for the use, care and condition of equipment and facilities and for the maintenance of safe work practices and conditions, ensuring the department complies with both OSHA and ADA requirements and maintains safe work practices.

Manages media and public information responsibilities as directed; serves as a department spokesperson in the absence of the Police Chief; prepares press releases and coordinates with the City's communications function on significant incidents.

Experience with grant writing, administration, and compliance in a law enforcement setting.

Demonstrated experience with community engagement strategies, co-responder or crisis intervention programs, or collaborative public safety models.

Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of principles and practices of public administration, organization, budget, and personnel management; technical and administrative phases of crime prevention and law enforcement including investigations, patrol, traffic control, emergency preparedness, and care and custody of persons and property; pertinent federal, state and local laws and

ordinances, particularly with reference to apprehension, arrest, search and seizure, traffic, evidence, and use of force; department and city rules and regulations; functions and objectives of federal, state and other local law enforcement agencies; principles and practices of supervision, training, and performance evaluation; leadership, motivation, team building and conflict resolution; current California legislative requirements affecting law enforcement; data-driven policing and crime analysis principles; body-worn camera and technology program administration.

Ability to, on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; assist in development of various rules, policies and procedures; explain and interpret policy; supervise, train and evaluate staff; obtain information through interrogation and interview; analyze situations quickly and objectively and determine proper course of action; meet the physical requirements necessary to safely and effectively perform assigned duties; use and care for firearms; properly interpret and make decisions in accordance with laws, regulations and policies; plan, direct and supervise a division of the department; recommend improvements to departmental operation and in the rules, regulations and policies governing the department; communicate clearly and concisely, both orally and in writing; establish and maintain professional and effective working relationships with those contacted in the course of work.

Education and Experience

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

Education:

Bachelor's degree from an accredited university or college. Any field of study is acceptable. Master's Degree is desirable.

Experience:

Eight (8) years of progressively responsible law enforcement experience, including two (2) years at the rank of lieutenant or equivalent supervisory/management rank with a POST-regulated California law enforcement agency.

Other Requirements:

Possession of, or demonstrated eligibility to receive, a California POST Management Certificate at time of appointment.

Completion of the California POST Command College, FBI National Academy, or a comparable executive leadership development program is highly desirable.

A valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

Must successfully complete a background investigation as a condition of initial employment with the Dixon Police Department.