



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
POLICE CAPTAIN**

Classification Specification  
(Classified)

**DEFINITION**

Under administrative direction, assists in planning, directing and supervising the law enforcement and crime prevention activities and policies of the City of Hawthorne; acts for the Chief of Police in his/her absence or at the direction of the Chief of Police; performs other related work as required.

**SUPERVISION RECEIVED**

The Police Captain reports directly to the Chief of Police and operates in a staff capacity with responsibility for personnel, budget, training and similar functions. As the senior officer, assumes a coordinating role for major divisions; may act as Chief of Police in his/her absence.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Police Captain. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Performs high level administrative police work associated with assigned Bureau.
- Assists the Chief of Police in administrative and management techniques by coordinating and integrating policies and procedures throughout the department.
- Plans, coordinates and directs operations and support services.
- Supervises, monitors and evaluates staff.
- Develops and implements objectives and policies. Adapts new procedures and practices in law enforcement for use by the Hawthorne Police Department.
- Directs investigations of major crimes and disasters.
- Directs law enforcement responses to natural disasters, incidents of civil disobedience and other incidents that have an adverse impact on the Hawthorne community.
- Trains, observes, instructs, and evaluates performance of police subordinates.
- Performs supervisory functions to include evaluating performance, disciplining, counseling, etc.
- Assists in the preparation and administration of the Police Department's annual budget which includes gathering statistical information and analysis.
- Organizes and supervises the departmental training programs.
- Maintains and interprets statistics on crime and other pertinent information necessary for police efficiency.
- Reviews daily police activity reports.
- Assists with planning and organizing special events and maintains favorable public relations with the Hawthorne community.
- Acts on behalf of the Chief of Police in his/her absence and directs the assignments and activities of law enforcement personnel.
- Performs other related work as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Bachelor's degree from an accredited university preferably in Criminal Justice or related field; AND
- Ten (10) years of sworn police experience with the City of Hawthorne.
- Must currently hold the rank of Police Lieutenant with the City of Hawthorne and have held the position for the past two (2) years at the time the application is filed; and
- Must possess, or be currently eligible to possess, a POST Management certificate.

### **Knowledge, Skills and Abilities**

Thorough knowledge of the principles and practices of modern police administration.

- Thorough knowledge of investigation and crime prevention methods.
- Thorough knowledge of criminal and civil laws and ordinances.
- Thorough knowledge of police administration, police training, supervision, deployment and proper review methods.
- Thorough knowledge of the sources of police records, statistics, reports and professional police information.
- Thorough knowledge of public administration, personnel administration and management principles.
- Knowledge of the causes, prevention and control of delinquency.
- Knowledge of extent on limitations of police powers.
- Ability to analyze law enforcement problems and adopt an effective course of action.
- Ability to plan and coordinate the work of a number of subordinate police personnel.
- Ability to prepare accurate and comprehensive reports.
- Ability to establish and maintain effective public relations.
- Ability to plan and organize the work of a police department; ability to supervise Patrol Officers and specialized personnel in the performance of shift and technical duties.
- Ability to deal tactfully with the public in handling difficult and sensitive police issues.
- Ability to maintain cordial and respected relationships with all members of the Hawthorne community.

### **License**

- A valid California motor vehicle operator's license is required.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties for this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to handle and operate objects, controls and equipment. Will occasionally use arms, legs, and back to reach, climb, crouch, crawl, lift and/or move more than 75 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally work in outside weather and environmental conditions and will occasionally participate in field activities consistent with the duties of a police officer.

