

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: POLICE CAPTAIN

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:

APRIL 16, 2025 (REVISED)
FEBRUARY, 2002

JOB CODE:
EMPLOYMENT STATUS:
UNIT REPRESENTATION:
FLSA STATUS:
EEOC CODE:

0233
REGULAR FULL-TIME
PMA
EXEMPT
PROTECTIVE SERVICE WORKERS

JOB SUMMARY

Plans, directs, manages, supervises, and coordinates the activities and operations of a major division within the Police Department.

DISTINGUISHING CHARACTERISTICS

This is the highest sworn position reporting to the Police Chief. Only Police Lieutenants are eligible to promote to Captain.

EXAMPLES OF ESSENTIAL DUTIES

The primary function of a Police Captain is to demonstrate leadership and administer the activities of a particular division within the Police Department involving the controlling, planning, organization, coordination, and budgeting of division activities. A Police Captain may review and evaluate the performance and reports of division personnel; approve the purchase of supplies and equipment; exercise budgetary control; interpret departmental policies; inform subordinates of policy changes; enforce department regulations, work methods, and work procedures; plan, organize, direct, and coordinate the activities and programs of the division bureaus and units; oversee human resource management to include recruitment, background investigations, career development, discipline, and training of personnel; prepare and provide for the implementation of the division's budget; inspect the areas under command in order to remain informed of existing conditions; travels to offsite locations throughout and outside of the city; evaluate existing organizational goals and objectives, procedures, policies, and systems; identify inefficiencies, recommend modifications and implementation of new systems to the Chief; develop controls over programs; initiate management reporting procedures and perform other related duties.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

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Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: The rules and regulations of the Police Department and of modern police methods and procedures; Community Oriented Policing philosophy, practices and procedures; principles and practices of supervision, management, administration and budget procedures.

Ability to: Effectively delegate assignments; supervise and evaluate the performance of subordinates; plan and initiate administrative policies and procedures; interpret and analyze complex documents, text and data; communicate effectively in both oral and written form; establish and maintain effective working relationships with the public, Council members, department heads and fellow employees.

Education: Minimum of 120 college credits in Police Science, Criminology, Business or Public Administration, or other related fields.

Experience: Six (6) years of police experience, including two (2) years as a Police Lieutenant with the City of Huntington Beach prior to appointment.

Licenses/Certifications: Possession of a valid California Class C driver license with an acceptable driving record at time of appointment and throughout employment.

Possession of a POST Advanced Certificate.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Rev. March 2025 ma

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TITLE: POLICE CAPTAIN

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: POLICE LIEUTENANT

PERSONNEL COMMISSION APPROVAL: COUNCIL APPROVAL:	APRIL 16, 2025 (REVISED) SEPTEMBER 1, 2004
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	0234 REGULAR FULL-TIME PMA EXEMPT PROTECTIVE SERVICE WORKERS

JOB SUMMARY

The primary reason this classification exists is to supervise, plan and coordinate the activities of subordinate personnel as a bureau or watch commander.

DISTINGUISHING CHARACTERISTICS

The Police Lieutenant reports to a Police Captain or directly to the Chief of Police. This is a police management level position having full responsibility of a bureau or watch command.

EXAMPLES OF ESSENTIAL DUTIES

Facilitates and promotes the value of partnership and problem solving with the community as ways to address crime and social control; represents and speaks on behalf of the department as a member of the management team; manages and coordinates the activities of a bureau or area command; plans and budgets the activities of the assigned bureau; resolves routine management, discipline, and employee conflict problems; reviews the reports of subordinate personnel; determines the deployment of designated personnel and equipment; develops bureau/unit budget(s) and monitors expenditures; informs the Captains of existing and potential problems within the bureau or watch; provides leadership by example; evaluates the performance and competence of assigned subordinate supervisors and officers, provides for additional training where required; analyzes the efficiency of existing programs and recommends policy and procedural changes; conducts professional standard investigation on personnel; supervises the maintenance of departmental files; travels to various locations throughout and outside of the city; performs other related duties at the direction of the Division Commander or Chief of Police.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A

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TITLE: POLICE LIEUTENANT

typical combination includes:

Knowledge of: Rules and regulations of the Police Department and of modern police methods and procedures; related Federal, State, and local laws, codes, ordinances and regulations; rules and regulations of the Police Department; Community Oriented Policing philosophy, practices and procedures; principles and practices of supervision, management, administration and budget procedures.

Ability to: Plan and initiate administrative policies and procedures; interpret and analyze complex documents, text and data; communicate effectively in both oral and written form; proficiently utilize personal computer software such as Word to produce reports; establish and maintain effective working relationships with the public, department heads and fellow employees. Assign, instruct and review the work of subordinates; coordinate effective efforts that may be required by differing situations; supervise, schedule, train, and evaluate staff; interpret and apply related Federal, State, and local laws, codes, ordinances and regulations, as well as Departmental rules and regulations; communicate clearly and concisely, both orally and in writing;

Education: Must possess a Bachelor's degree from an accredited educational institution and must possess, or have applied for a P.O.S.T. Supervisory Certificate.

Experience: Must possess be a current HBPD Sergeant with a minimum of two years at the classification of Police Sergeant.

Certification/License: Possession of valid California Class C driver license and an acceptable driving record are required at the time of appointment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.