

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA  
MONDAY, AUGUST 14, 2023  
REGULAR MEETING  
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER  
AT 3031 TORRANCE BL.**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Adelsman, Herring, Kohus, Lohnes, Sasaki, Zygielbaum,  
Chair Hamada

**2. FLAG SALUTE:**

**3. REPORT OF STAFF ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, August 10, 2023.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS (Limited up to a 15 minute period)**

*This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Accept and File Employee Transition Report for June and July 2023.**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of June and July 2023.

**6B. Approve the Examination for Police Captain.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Captain examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

**7. ADMINISTRATIVE MATTERS**

**7A. Approve Revised Class Specification for Police Captain.**

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Police Captain and forward it to the City Council for approval.

**8. HEARINGS**

**8A. Appeal of Discipline of a Police Services Officer (1).**

*Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session.*

**9. CLOSED SESSION**

No Business to Consider.

**10. COMMISSION ORAL COMMUNICATIONS**

**11. ADJOURNMENT**

**11A.** Adjournment of Civil Service Commission Meeting to Monday, August 21, 2023 at 6:00 p.m.

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR JUNE AND JULY 2023**

**RECOMMENDATION:**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of June and July 2023.

**BACKGROUND/ANALYSIS:**

The Employee Transition Report for June and July 2023 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga  
Human Resources Technician

CONCUR:



Brianne Cohen  
Civil Service Manager

Attachment: A) Employee Transition Report for June and July 2023

**EMPLOYEE TRANSITION REPORT  
JUNE AND JULY 2023**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

**INTERNAL PROMOTIONS**

<b>FROM TITLE</b>	<b>DEPARTMENT</b>	<b>TO TITLE</b>	<b>DEPARTMENT</b>
Administrative Assistant	City Manager's Office	Senior Administrative Assistant	Finance
Associate Engineer	Public Works	Engineering Manager	Public Works
Bus Operator	Transit	Transit Dispatcher	Transit
Custodian	General Services	Maintenance Worker	Transit
Engineering Manager	Public Works	Deputy Public Works Director - Engineer	Public Works
Fleet Services Supervisor	General Services	Senior Business Manager	General Services
Maintenance Worker	Public Works	Equipment Operator	Public Works
Maintenance Worker	Public Works	Equipment Operator	Public Works
Maintenance Worker	Public Works	Equipment Operator	Public Works
Management Aide	City Manager's Office	Management Assistant	City Manager's Office
Management Aide	Community Development	Management Assistant	Community Development
Management Assistant	Fire	Administrative Analyst	Fire
Maintenance Worker	Public Works	Wastewater Technician	Public Works
Plans Examiner	Community Development	Assistant Building Regulations Manager	Community Development
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Specialist	Community Services	Senior Program Specialist	Community Services
Program Specialist	Community Services	Senior Program Specialist	Community Services
Senior Library Technician	Community Services	Librarian	Community Services
Systems Analyst	Communication & Information Technology	IT Manager – Infrastructure & Cybersecurity	Communication & Information Technology
Transit Dispatcher	Transit	Transit Supervisor	Transit
Tree Trimmer	Public Works	Lead Maintenance Worker	Public Works
Water System Operator I	Public Works	Water System Operator II	Public Works
Water System Operator I	Public Works	Water System Operator II	Public Works

**INTERNAL TRANSFERS**

<b>FROM TITLE</b>	<b>DEPARTMENT</b>	<b>TO TITLE</b>	<b>DEPARTMENT</b>
Lead Maintenance Worker	Community Services	Maintenance Worker	Community Services

**NEW HIRES**

<b>TITLE</b>	<b>DEPARTMENT</b>
Account Clerk	Finance
Account Clerk	Finance
Administrative Assistant	Finance
Administrative Assistant	Public Works
Administrative Assistant	Public Works
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Aquatics Instructor	Community Services
Bus Operator	Transit
Bus Operator	Transit
Bus Operator	Transit
Bus Operator	Transit
Bus Operator	Transit
Deputy City Clerk II	City Clerk's Office
Engineering Technician	Community Development
Fire Cadet	Fire
Instructor I	Community Services
Librarian	Community Services
Librarian	Community Services
Librarian	Community Services
Librarian	Community Services
Library Technician	Community Services
Library Technician	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Maintenance Worker	Community Services
Maintenance Worker	Community Services
Maintenance Worker	Community Services
Maintenance Worker	Public Works
Maintenance Worker	Public Works

**NEW HIRES CONT.**

Maintenance Worker	Public Works
Maintenance Worker	Public Works
Management Aide	City Manager's Office
Management Aide	Communication & Information Technology
Management Aide	Transit
Staff Assistant	City Manager's Office
Planning Assistant	Community Development
Police Cadet	Police
Police Officer Lateral	Police
Police Officer Lateral	Police
Police Officer Lateral	Police
Police Officer Lateral	Police
Police Recruit	Police
Police Recruit	Police
Police Services Administrator	Police
Police Services Officer	Police
Police Services Officer	Police
Police Services Officer	Police
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Specialist	Community Services
Senior Accountant	Finance
Senior Librarian	Community Services
Stage Manager	General Services
Storekeeper	General Services
Telecommunications Technician	Communication & Information Technology
Theater Technician	General Services
Theater Technician	General Services
Theater Technician	General Services
Theater Technician	General Services

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR POLICE CAPTAIN**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Captain examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

**BACKGROUND/ANALYSIS**

There is no current eligible list for the classification of Police Captain. There is one (1) vacancy due to a separation.

Anticipating approval by the City Council at their meeting on August 22, 2023, the revised Class Specification will appropriately reflect the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached class specification.

The previous examinations in 2020 and 2017 were weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Kelsie B. Winders  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Police Captain Class Specification (Pending Approval of August 22, 2023 Council Item)

**6B**

---

## POLICE CAPTAIN

---

### Definition

Under direction, has command of and is responsible for a Bureau of the Police Department; provides highly responsible and complex administrative support to the Department, and does related work as required.

### Distinguishing Characteristics

The Police Captain is distinguished from the Assistant Police Chief in that the incumbent is responsible for technical and administrative supervision of a Police Bureau. May act for the Chief of Police in the absence of both the Chief and Assistant Police Chief.

### Supervision Exercised/Received:

Receives general administrative direction from the Chief of Police or Assistant Police Chief; exercises direct supervision over Police Lieutenants, professional and support staff; creating detailed work assignments, frequently reviewing work in progress, and carefully reviewing completed work.

### Examples of Essential Duties

*The following duties represent the principal job duties; however, they are not all inclusive.*

- Plans, organizes, and directs the functions of a Police Bureau through Police Lieutenants, professional and support staff.
- Reviews operations, procedures, reports, data, information and conducts inspectional duties and initiates corrective action when required.
- Participates in the selection process of personnel and participates in department training, internal investigations review and disciplinary procedures and review.
- Participates and/or directs development and review of department policies, procedures and rules and regulations.
- Assists and informs complainants and other individuals seeking information from the department or filing complaints with the department.
- Initiates investigations in accordance with the requirements of law or department procedure.
- Performs staff functions as directed by the Chief of Police and Assistant Police Chief and serves on the advisory staff of the Chief of Police.
- Participates in and/or directs the department budget process and review and in all other department planning.
- Assumes the duties of Chief of Police in the absence of the Chief and Assistant Police Chief.
- Performs department liaison duty with other City departments, other agencies, business organizations, citizen groups, labor union representatives, private organizations, and news media representatives.

### Examples of Other Duties:

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties.*

- Builds and maintains relationships with diverse community groups.
- Attends leadership and police management training to stay abreast of industry best practices.



- Develops processes to ensure business continuity in the event of a disaster; participates in emergency operations when required.
  - Performs related duties as required.
- 

### **Qualifications Guidelines**

#### **Knowledge of:**

- Policies, principles, and practices of police administration and services, including but not limited to, operations, services, activities, and evolving trends of a comprehensive Police Department.
- Principles of Community Oriented Policing and Problem Solving (COPPS); technical and administrative phases of crime prevention, law enforcement, and related functions including investigation, patrol, traffic control and safety, records maintenance, supplies and equipment, care and custody of persons and property, training, and communications.
- Federal, state and local laws, ordinances, codes and regulations, and recent court decisions affecting municipal law enforcement operations; policies and directives applicable including methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management and administration, care and custody of persons and property and evidence, use of firearms, dispatch and communications services and other modern police equipment.
- Proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies.
- Use of firearms and other modern police equipment.
- Literature, periodicals, and other resources concerning current trends and legislature in policing.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices including the selection, training, evaluation, and discipline of employees; and laws governing employee relations matters.
- Principles and practices of budget preparation and administration.
- Labor relations and contract negotiations.
- Project management methods and practices.
- Safety policies and safe work practices applicable to the work.
- City and Department Mission including strategic goals and objectives.
- General City operations.

#### **Ability to:**

- Plan, assign, supervise, and review the operations and personnel of a Police Bureau.
- Analyze situations and to direct and coordinate the work of subordinates in effective and appropriate courses of action;
- Understand, interpret and apply laws, regulations, policies and professional practices; clearly articulate complex concepts, laws, regulations and processes.
- Analyze complex matters, identify and evaluate alternative solutions, project consequences of proposed actions, recommend an appropriate course or action, and implement recommendations in support of goals.
- Develop and administer a departmental budget.
- Present proposals and recommendations effectively in public meetings.
- Develop and implement effective techniques for facilitating and improving policing programs.
- Exercise independent judgment and initiative.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Operate a variety of office equipment including computers and associated computer software applications.
  - Operate a motor vehicle safely.
  - Communicate effectively orally and in writing.
  - Understand and carry out oral and written directions.
- 

### **License and/or Certificate**

Must possess and maintain a valid California Class C Drivers' License.

Must possess POST Advanced and Management certificates.

---

### **Education and Experience**

*Any combination of education and experience that would provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:*

Bachelor's degree in administration of justice, criminology, public or business administration, political science, or closely related field.

Eight years of progressively responsible supervisory and administrative experience in a comparable sized police department, three years of which shall have been equivalent in type and level to at least that of Lieutenant in the City of Torrance.

---

### **Special Requirements**

*Performance of the essential duties of this position includes the following physical demands and/or working conditions.*

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform repetitive movements, such as computers and cellular devices. Tasks require sound and visual perception and discrimination, as well as oral communications ability.

When work is performed outdoors or on-scene at emergency incidents, there is full exposure to various weather and temperature conditions, loud noise levels, airborne particles, noxious odors, dust, grease, smoke, fumes, and gases. Must don protective apparel including bullet proof vest and safety shoes when responding to emergency scenes; use specialized law enforcement tools and equipment. Requires operation of a motor vehicle to respond to critical incidents, major crime scenes, and disasters and attend off-site meetings and training.

Work may be required on evenings and weekends as needed

---

### **Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Assistant Police Chief or Chief of Police.

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, CA

Honorable Members:

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR POLICE CAPTAIN**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Police Captain and forward it to the City Council for approval.

**BACKGROUND AND ANALYSIS**

There is currently a need to conduct a Civil Service examination to fill a vacant Police Captain position in the Police Department. The class specification for Police Captain was last revised in 2002. At the request of the Chief of Police, staff reviewed the Police Captain class specification and determined that changes were necessary as follows:

- The **Definition and Examples of Duties** sections were updated to reflect the current functions of the position, and statements were added to the **Qualification Guidelines** section that reflect the Knowledge and Abilities required to perform the job duties of the position.
- The **Education and Experience** section was revised to allow for the minimum qualifications to be met by both internal and external candidates. The **License and/or Certificate** section was revised to add the requirement that incumbents must possess and maintain a valid California Class C Drivers' License as well as a POST Management certificate.
- The **Special Requirements and Career Ladder Information** sections were added.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Kelsie B. Winders  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

- Attachment
- A) Revised Class Specification Police Captain
  - B) Existing Class Specification Police Captain
  - C) Organizational Chart of the Police Department

---

## POLICE CAPTAIN

---

### Definition

Under direction of ~~Police Chief~~, has command of ~~charge~~ and is responsible for a Bureau ~~major function or segment~~ of the Police Department; provides highly responsible and complex administrative support to the Department, and does related work as required.

### Distinguishing Characteristics

The Police Captain is distinguished from the Assistant Police Chief in that the incumbent is responsible for technical and administrative supervision of a Police Bureau. May act for the Chief of Police in the absence of both the Chief and Assistant Police Chief.

~~Distinguished from the Police Chief, who has the overall responsibility for directing the department and setting policy. Distinguished from Police Lieutenants who do not have Bureau responsibility (administration, investigation, patrol, traffic services, or emergency preparedness), and do not act for the Police Chief in his absence.~~

### Supervision Exercised/Received:

Receives general administrative direction from the Chief of Police or Assistant Police Chief; exercises direct supervision over Police Lieutenants, professional and support staff; creating detailed work assignments, frequently reviewing work in progress, and carefully reviewing completed work.

### Examples of Essential Duties

*The following duties represent the principal job duties; however, they are not all inclusive.*

- Plans, organizes, and directs the functions of a Police Bureau through Police Lieutenants, professional and support staff. ~~Performs specific command functions;~~
- ~~Directs, controls, supervises, plans, coordinates and performs designated tasks within a specific command assignment (i.e., Administration, investigation, patrol, traffic, services, emergency preparation).~~
- Reviews operations, procedures, reports, data, information and conducts inspectional duties and initiates corrective action when required.
- Participates in the selection process of personnel and participates in department training, internal investigations review and disciplinary procedures and review.
- Participates and/or directs development and review of department policies, procedures and rules and regulations.
- Assists and informs complainants and other individuals seeking information from the department or filing complaints with the department.
- Initiates investigations in accordance with the requirements of law or department procedure.
- Performs staff functions as directed by the Chief of Police and Assistant Police Chief and serves on the advisory staff of the Chief of Police.
- ~~Plans and organizes civil defense and disaster preparation plans and participates in emergency operations when required.~~
- Participates in and/or directs the department budget process and review and in all other department planning.
- Assumes the duties of Chief of Police in the absence of the Chief and Deputy Assistant Police Chief.

- Performs department liaison duty with other City departments, other agencies, business organizations, citizen groups, labor union representatives, private organizations, and news media representatives.
- ~~Performs other duties as assigned by the Chief of Police.~~

---

### Examples of Other Duties:

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties.*

- Builds and maintains relationships with diverse community groups.
- Attends leadership and police management training to stay abreast of industry best practices.
- Develops processes to ensure business continuity in the event of a disaster; participates in emergency operations when required.
- Performs related duties as required.

---

### Qualifications Guidelines

#### Knowledge of:

- Policies, principles, and practices of police administration and services, including but not limited to, operations, services, activities, and evolving trends of a comprehensive Police Department.
- Principles of Community Oriented Policing and Problem Solving (COPPS); technical and administrative phases of crime prevention, law enforcement, and related functions including investigation, patrol, traffic control and safety, records maintenance, supplies and equipment, care and custody of persons and property, training, and communications.
- Federal, state and local laws, ordinances, codes and regulations, and recent court decisions affecting municipal law enforcement operations; policies and directives applicable including methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management and administration, care and custody of persons and property and evidence, use of firearms, dispatch and communications services and other modern police equipment.
- Proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies.
- Use of firearms and other modern police equipment.
- Literature, periodicals, and other resources concerning current trends and legislature in policing.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices including the selection, training, evaluation, and discipline of employees; and laws governing employee relations matters.
- Principles and practices of budget preparation and administration.
- Labor relations and contract negotiations.
- Project management methods and practices.
- Safety policies and safe work practices applicable to the work.
- City and Department Mission including strategic goals and objectives.
- General City operations.
- ~~The organization, function, responsibilities, procedures, rules and regulations, and policies of the Torrance Police Department;~~
- ~~Practical police administration;~~
- ~~Training, budget preparation and supervisory concepts;~~
- ~~Applicable Federal, State, County and City of Torrance laws, ordinances and regulations;~~

- ~~The Criminal Justice system;~~
- ~~Emergency preparedness and tactical methods of operation;~~
- ~~Criminal procedure, criminal evidence, search and seizure and due process;~~
- ~~Criminal investigation and case preparation;~~
- ~~Community relations.~~

**Ability to:**

- Plan, assign, supervise, and review the operations and personnel of a Police Bureau. ~~work of a large number of employees directly and with the aid of subordinate supervisors;~~
- Analyze situations and to direct and coordinate the work of subordinates in effective and appropriate courses of action;
- ~~Establish cooperative and effective working relationships with fellow employees and the public;~~
- ~~Write and speak effectively.~~
- Understand, interpret and apply laws, regulations, policies and professional practices; clearly articulate complex concepts, laws, regulations and processes.
- Analyze complex matters, identify and evaluate alternative solutions, project consequences of proposed actions, recommend an appropriate course or action, and implement recommendations in support of goals.
- Develop and administer a departmental budget.
- Present proposals and recommendations effectively in public meetings.
- Develop and implement effective techniques for facilitating and improving policing programs.
- Exercise independent judgment and initiative.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a variety of office equipment including computers and associated computer software applications.
- Operate a motor vehicle safely.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written directions.

---

**License and/or Certificate**

Must possess and maintain a valid California Class C Drivers' License.

Must possess POST Advanced and Management certificates.

---

**Education and Experience**

*Any combination of education and experience that would provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:*

Bachelor's degree in administration of justice, criminology, public or business administration, political science, or closely related field.

Eight years of progressively responsible supervisory and administrative experience in a comparable sized police department, three years of which shall have been equivalent in type and level to at least that of Lieutenant in the City of Torrance.

~~Eight years police work, at least three years in Torrance Police Department, permanent rank of Lieutenant upon final filing date of promotional examination.~~

~~Bachelor's degree or higher from an accredited college or university with major coursework in criminal justice, public or business administration, political science or closely related field; and possession of a POST Advanced Certificate.~~

~~The determination of qualified related Bachelor's degrees shall be at the discretion of the Chief of Police.~~

---

### **Special Requirements**

*Performance of the essential duties of this position includes the following physical demands and/or working conditions.*

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform repetitive movements, such as computers and cellular devices. Tasks require sound and visual perception and discrimination, as well as oral communications ability.

When work is performed outdoors or on-scene at emergency incidents, there is full exposure to various weather and temperature conditions, loud noise levels, airborne particles, noxious odors, dust, grease, smoke, fumes, and gases. Must don protective apparel including bullet proof vest and safety shoes when responding to emergency scenes; use specialized law enforcement tools and equipment. Requires operation of a motor vehicle to respond to critical incidents, major crime scenes, and disasters and attend off-site meetings and training.

Work may be required on evenings and weekends as needed

---

### **Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Assistant Police Chief or Chief of Police.



# POLICE CAPTAIN

Class Code:  
7314

Bargaining Unit: Safety Management  
Employees

CITY OF TORRANCE  
Revision Date: Nov 1, 2002

## SALARY RANGE

\$16,038.00 - \$18,548.00 Monthly  
\$192,456.00 - \$222,576.00 Annually

### DEFINITION:

Under direction of Police Chief, has charge and is responsible for a major function or segment of the Police Department and does related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Police Chief, who has the overall responsibility for directing the department and setting policy. Distinguished from Police Lieutenants who do not have Bureau responsibility (administration, investigation, patrol, traffic services, or emergency preparedness), and do not act for the Police Chief in his absence.

### EXAMPLES OF ESSENTIAL DUTIES:

- Performs specific command functions;
- Directs, controls, supervises, plans, coordinates and performs designated tasks within a specific command assignment (i.e., Administration, investigation, patrol, traffic, services, emergency preparation);
- Reviews operations, procedures, reports, data, information and conducts inspectional duties and initiates corrective action when required;
- Participates in the selection process of personnel and participates in department training, internal investigations review and disciplinary procedures and review;



- Participates and/or directs development and review of department policies, procedures and rules and regulations;
- Assists and informs complainants and other individuals seeking information from the department or filing complaints with the department;
- Initiates investigations in accordance with the requirements of law or department procedure;
- Performs staff functions as directed by the Chief of Police and serves on the advisory staff of the Chief of Police;
- Plans and organizes civil defense and disaster preparation plans and participates in emergency operations when required;
- Participates in and/or directs the department budget process and review and in all other department planning;
- Assumes the duties of Chief of Police in the absence of the Chief and Deputy Chief;
- Performs department liaison duty with other City departments, other agencies, business organizations, citizen groups, labor union representatives, private organizations and news media representatives;
- Performs other duties as assigned by the Chief of Police.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

Bachelor's degree or higher from an accredited college or university with major coursework in criminal justice, public or business administration, political science or closely related field; and possession of a POST Advanced Certificate.

The determination of qualified related Bachelor's degrees shall be at the discretion of the Chief of Police.

Eight years police work, at least three years in Torrance Police Department, permanent rank of Lieutenant upon final filing date of promotional examination.

### **Knowledge of**

- The organization, function, responsibilities, procedures, rules and regulations, and policies of the Torrance Police Department;
- Practical police administration;
- Training, budget preparation and supervisory concepts;
- Applicable Federal, State, County and City of Torrance laws, ordinances and regulations;
- The Criminal Justice system;
- Emergency preparedness and tactical methods of operation;
- Criminal procedure, criminal evidence, search and seizure and due process;
- Criminal investigation and case preparation;
- Community relations.

### **Ability to**

- Plan, assign, supervise, and review work of a large number of employees directly and with the aid of subordinate supervisors;
- Analyze situations and to direct and coordinate the work of subordinates in effective and appropriate courses of action;
- Establish cooperative and effective working relationships with fellow employees and the public;

- Write and speak effectively.

**ESTABLISHED/REVISED DATE:**

Revised Date: November 2002

Department Review Date: July 2020

**CITY OF TORRANCE**  
 Organizational Chart  
 Police Department

ATTACHMENT C



