

City of Oregon City

Position Description

Position: Police Captain	Management
Department/Site: Police	FLSA: Exempt
Evaluated by: Police Chief	Salary Grade: 154

Summary

Plans, organizes, and supervises police services, serving as shift commander or section supervisor within the Public Safety Department.

Distinguishing Career Features

The Captain is a first-line management position responsible for day-to-day management of departmental activities. The Captain may be assigned to a designated work shift and/or specialized function. Advancement to Captain is possible through promotion and compliance with the qualifications of the position.

Essential Duties and Responsibilities

- Serves as a commander over a work shift or specialized function. Plans, coordinates, and supervises the field and central office activities on an assigned work period. Authorizes expenditures, staffing adjustments, and makes tactical decisions.
- Plans, coordinates, and supervises, patrol, investigations, special operations, training, or administrative services. Assigns, monitors, and reviews work, projects, and programs to subordinate staff. Implements policies and procedures.
- Assumes personal command of emergency, and/or critical situations. Responds to major crime and accident scenes. Supervises and participates in investigations, personally conducting highly complex or sensitive investigations.
- Manages the collection and preservation of evidence and disseminates criminal intelligence to other agencies.
- Recommends and assists with the implementation of goals and objectives. Assists in the development and implementation of policies and procedures. Establishes schedules and methods for providing effective services and support in assigned area of responsibility.
- Evaluates operations and activities of assigned responsibilities, recommending and implementing improvements and enhancements. Oversees and/or prepares various reports on operations and activities.
- Conducts internal investigation of citizen and officer complaints as assigned. Reviews, corrects, and participates in the preparation of police reports and records. Conducts internal affairs investigations.
- Participates in budget preparation and administration. Prepares cost estimates for budget recommendations. Submits justifications for additional resources. Monitors and controls expenditures against approved budgets.

- Assists with, plans, and oversees or facilitates training programs on the various police activities. Assists in coordinating police activities with other departments and divisions, and with outside agencies.
- Responds to citizen complaints and requests for information. Prepares communications and confers with the media in matters related to assigned activities.
- Establishes and maintains community partnerships, attending events and interacting with community organizations.
- May act in the capacity of Chief of Police on an intermittent basis to cover for vacancy or time off.
- May be required to perform the physical duties of a sworn officer.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires professional knowledge of the principles, practices, and procedures of modern public safety administration, organization, and operation. Requires considerable knowledge of the principles and practices of community policing programs, public safety procedures and emergency response planning. Requires in-depth knowledge of investigation procedures. Requires in-depth knowledge of federal, state, and local policies, procedures, laws, and regulations governing law enforcement activity. Requires working knowledge of the principles and practices of public service organizations and management in a municipal government environment. Requires knowledge of current social, political and economic trends and operating issues of municipal government. Requires knowledge of the principles and practices of supervision, training, performance evaluation, and personnel management. Requires knowledge of and skill in the use and care of firearms and other police equipment. Requires knowledge of first aid techniques. Requires well-developed English language skills to prepare professional correspondence and reports. Requires sufficient business math skill to prepare and administer budgets and statistics. Requires skill at using a personal computer. Requires well-developed human relation skills to speak to diverse audiences, resolve confrontation, review performance, and counsel employees.

▪ Abilities

Requires the ability to plan, organize, coordinate and supervise assigned activities within the department in a manner conducive to full performance and high morale. Requires the ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals. Requires the ability to implement annual performance plans. Requires the ability to meet and deal tactfully and professionally with community groups, the public, and the media. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Requires the ability interpret and apply federal, state, and local policies, procedures, laws, and regulations. Requires the ability to work constructively to resolve conflict and develop a consensus. Requires the ability to assume command by acting quickly and calmly in emergencies.

- **Physical Abilities**

Incumbent must be able to work inside and outdoors engaged in work primarily of a moderately active nature, and meet physical suitability requirements. Requires the ability to maintain cardiovascular fitness in order to apprehend and restrain fleeing suspects, accomplish crowd control, and to function well under stressful conditions. Requires near and far visual acuity to observe continuous activity, use a firearm, and read printed materials. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations. Requires hand-eye-body coordination to restrain a human suspect. Requires speaking ability to project voice over large audiences.

- **Education and Experience**

The position typically requires the equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, or business or public administration, or a related field and six years of experience in law enforcement with two years in a supervisory role.

- **Licenses and Certificates**

Requires a valid driver's license. Possession of the equivalent to the Advanced Certificate issued by the Oregon Department of Public Safety Standards and Training.

- **Working Conditions**

Work is performed indoors and outdoors where safety considerations exist from hostile situations.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.