



June 2008

## **POLICE CAPTAIN**

### **DEFINITION**

Under general direction, plans, schedules, organizes, supervises, reviews, and evaluates the activities of a Police Department division through subordinate levels of supervision; develops and implements specific divisional operational programs; coordinates division activities with other divisions, departments, and agencies consistent with established policies and procedures; provides complex administrative and budgetary support to the Assistant Police Chief; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Police Chief. Exercises general and direct supervision over supervisory, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This division management-level class is responsible for planning patrol, public service, and investigative functions, and/or administrative support activities, including assisting the Assistant Police Chief in formulating policy recommendations, developing goals and objectives, and administering the division's budget. The primary responsibilities are managerial, including the coordination of activities with those of other City departments and law enforcement agencies. This class is distinguished from Assistant Police Chief in that the latter serves as second-in-command of departmental activities, and acts as Chief of Police in his/her absence, and assists in the overall management of the Police Department.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and directs all activities of the assigned division in the Police Department consistent with department mission and goals.
- Supervises, assigns, directs, and evaluates the work of subordinates, deploying resources as necessary to meet departmental goals and objectives; takes appropriate disciplinary action consistent with departmental policies and procedures; makes effective recommendations for hiring, termination, promotion, demotion, and transfer.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division and department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Provides administrative management, leadership, and motivation to divisional personnel to facilitate the provision of efficient and effective public safety measures, and to ensure the maintenance of a positive quality of life for all City residents and the general public.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal

- reporting relationships; identifies opportunities for improvement and recommends to the Assistant Police Chief and/or Chief of Police.
- Prepares and manages the division work plan and budget; assists in budget implementation; prepares schedules, and assigns work activities, projects, and programs; monitors work flow; develops and implements policies and procedures; reviews and evaluates work products, methods, and procedures.
  - Prepares, reviews, and maintains division statistical reports to assure compliance with established goals and objectives.
  - Resolves personnel problems; assists in labor negotiations; resolves grievances; administers labor contracts.
  - Supervises and assists at major incidents and investigations; monitors investigations of major crimes.
  - Oversees internal affairs investigations, and adjusts grievances as necessary.
  - Attends community meetings; participates in the resolution of community issues; attends conferences and meetings representing the department.
  - Promotes teamwork, good communication, and Community Policing philosophy.
  - Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments.
  - Provides highly complex staff assistance to the Assistant Police Chief and/or Chief of Police; assists the Assistant Police Chief and/or Chief of Police with special projects and assignments; prepares and presents staff reports, written materials, and other necessary correspondence.
  - Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
  - Investigates and resolves problems with requests for services or complaints regarding police functions; conducts investigations of complaints from officers and/or the public, mediates any conflicts or disputes with department personnel or the public, and takes appropriate action to ensure a timely and equitable resolution when first-line supervisors are unable to do so.
  - Provides effective professional liaison between the Police Department and other City departments and divisions.
  - Represents the City and/or the Police Department in meetings with members of other public and private organizations, business, educational, and community groups and the public.
  - Testifies before legislative committees, City Council, or other legislative administrative bodies to convey information of proposed legislation, ordinance, or rule changes.
  - Participates on a variety of boards, commissions, and professional group meetings.
  - Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, court decisions, and regulations.
- Functions, services, and funding sources of a full-service municipal police department.

- Organization and management practices as applied to the development, analysis and evaluation of programs, policies, and operational needs of the assigned division.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions as a watch commander and in emergency situations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from an accredited four-year of college or university with major coursework in criminal justice, police science, public administration, or a related field, and five (5) years of supervisory experience in police services equivalent to Police Sergeant or above.

**Licenses and Certifications:**

- Possession of a valid driver's license with a satisfactory driving record.
- Possession of or ability to obtain certification as a Police Officer in the State of Oregon at time of appointment.
- Possession of or ability to obtain Department of Public Safety Standards and Training Executive Certificate within one year of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain State-mandated physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, as well as crime/accident suspects/victims weighing up to 150 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.