

# **POLICE CAPTAIN**

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M181

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## **GENERAL DESCRIPTION OF DUTIES**

This classification plans, manages, and directs the day-to-day administrative and operational activities of either the Field Operations Division or the Special Operations Division of the Police Department as a member of the Command staff. Work involves providing assistance to the Chief of Police on major departmental personnel, facilities, and operations projects and developing programs, policies, and implementing procedures. The Police Captain participates in the development the initial budget for the Police Department and will be responsible for administering the approved budget for the division under his/her command.

## **SUPERVISION RECEIVED**

This classification works under the general supervision and direction of the Police Chief.

## **SUPERVISION EXERCISED**

This classification exercises full supervision over assigned professional, technical and administrative support staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Manages departmental administrative and operational activities to ensure compliance with various Federal and State laws and regulations, City ordinances, and departmental rules and regulations; develops and implements new departmental rules and regulations as appropriate to improve the effectiveness of departmental functions.
2. Supervises staff by recommending hiring actions, recommending and deciding disciplinary actions, coordinating training and inspections, scheduling and assigning work, managing performance, and taking appropriate personnel actions according to City employment policies and the collective bargaining agreement with the McMinnville Police Officers' Association.
3. Consults with the Chief of Police in the formulation of major administrative policies and program development; and provides management reports related to their division.
4. Develops initial departmental budget request for their division and administers the approved budget. Oversees the maintenance and monitoring of budgetary controls.
5. Cooperates with other police organizations to coordinate activities and achieve service goals, and represents the department on multi-jurisdictional committees and projects.

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6. Participates in public relations programs, which may include speaking to citizen and community groups. Meets with citizens in response to inquiries, complaints, and requests.
7. Establishes and maintains effective working relationships with other public safety agencies, City departments, special interest groups, community-based organizations, and the general public.
8. Maintains communication with media representatives regarding reports of Police Department activities.
9. Investigates or supervises the investigation of complaints and allegations of Department employee misconduct.
10. Investigates and responds to grievances filed; provides findings of fact and recommendations to the Chief of Police and other appropriate parties for departmental or City action.
11. Acts as contract administrator and prepares and/or reviews requests for proposals.
12. Acts as Chief of Police in the Chief's absence.
13. Follows all safety rules and procedures established for work areas.

## **OTHER JOB FUNCTIONS**

1. Performs various police duties necessary to enforce Federal and State laws, and City ordinances.
2. Provides support to other officers involved in tactical operations.
3. Maintains proficiency by attending training conferences and meetings, reading professional publications and informational materials, and learning from other professionals in the field of law enforcement.
4. Ensures proper maintenance of departmental equipment.
5. Maintains work areas in a clean and orderly manner.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Advanced level of knowledge of federal, state, city laws and ordinances related to criminal justice and law enforcement.

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- Advanced level of knowledge regarding police methods, practices and procedures, including investigative techniques.
- Advanced level of knowledge regarding police administration, organization and operations.
- Advanced knowledge of firearm use and safety precautions.
- Advanced knowledge of the principles of police supervision.
- Advanced knowledge of community resources.
- Advanced knowledge of employment laws and labor agreements.
- Knowledge of public budgeting.
- Knowledge in emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code, and procedures affecting driving.
- Knowledge in use of force laws and procedures, and defensive tactics methods and techniques.
- Knowledge in officer safety techniques and practices.

## Skills

- Advanced leadership skills.
- Advanced skill in analyzing complex management issues, researching and preparing management reports.
- Advanced skill in developing policies and procedures.
- Advanced skill in communication (oral and written) with the public, members of outside agencies and employees.
- Advanced skill in establishing and maintaining effective working relationships with others.
- Advanced skill in fostering positive interactions with the community and Police Department.
- Advanced skill in making presentations and facilitating communication exchanges with the public and citizen committees.
- Advanced skill in problem solving and decision-making.
- Advanced skill in conflict management, facilitation, and negotiation.
- Advanced skill in supervision, personnel management, and fostering professional development.
- Advanced skill in managing diversity and working effectively with diverse populations.
- Advanced skill in program management.
- Skill in the use and care of firearms and other defensive equipment.
- Skill in the use of personal computers and communication equipment such as radios, telephones, facsimile machines, etc.
- Skill in emergency vehicle operation, tactical driving techniques, and defensive driving techniques.
- Skill in defensive tactic methods and techniques.
- Skill in utilizing officer safety techniques and practices.

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## **Abilities**

- Ability to project a professional image while managing changing demands on time, skills, and resources.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to make decisions necessary to safeguard life and property under stressful conditions.
- Ability to remain flexible and adapt to changing circumstances and demands.
- Ability to identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and knowledge of community resources.
- Ability to foster positive interaction between the community and the Police Department.
- Ability to make formal presentations in a variety of public meetings, and participate in public committee meetings.

## **EXPERIENCE, TRAINING, AND EDUCATION**

Requires a Bachelor's Degree in a related field and increasingly responsible experience, including supervisory and management experience, or any satisfactory equivalent combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties.

## **SPECIAL REQUIREMENTS/LICENSES**

Requires possession of Department of Public Safety Standards and Training (DPSST) Management Certificate within one year of appointment per guidelines established by DPSST, possession of a Supervisory Certificate at time of appointment, possession of a valid driver's license, and possession of current CPR/First Aid card.

## **DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS**

Possession of a Department of Public Safety Standards and Training (DPSST) Management certificate at time of appointment is preferred but not required.

## **PHYSICAL AND MENTAL DEMANDS**

While performing the duties of this position, the employee is frequently required to sit, stand, walk, stoop, crawl, feel, bend, climb, grasp, hear, handle, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve pushing, lifting, pulling, and carrying materials weighing up to 50 pounds on a regular basis. Manual dexterity and coordination are required less than 50 percent of the work period while operating equipment such as computer keyboard and standard office equipment. Position may be required to meet departmental physical standards.

Mental demands require decision making, interpersonal interactions, teamwork, customer service, mentoring, reading/writing/speaking/understanding English, training and supervision, negotiation, problem analysis, presentations, use of discretion, basic and

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advanced math, and independent judgment and/or action. Reasonable accommodation will be provided to otherwise qualified individuals with known disabilities.

## WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments and there is infrequent exposure to outdoor weather conditions while performing typical law enforcement duties. The position requires driving a vehicle, shift work, work beyond 40 hours/week and evening meetings. May be exposed to other environmental conditions on an infrequent basis as well as have contact with individuals who may become violent, combative, under the influence of drugs/alcohol, or who have communicable diseases. Qualified individuals with a disability will be reasonably accommodated to perform the essential functions of this position.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/06