

ORGANIZATION: City of Sweet Home
DEPARTMENT: Police
CLASSIFICATION:
JOB TITLE: Captain

Effective Date: 05/06/2021
Administrative Approval: 05/06/21
Exempt
Revised Date: 05/05/2021

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

PURPOSE OF POSITION:

Plan, manage and direct the day-to-day operations of the Police Department, including managing Investigations, traffic, and patrol operations. Perform law enforcement and crime prevention work including patrol and investigations to enforce federal, state, and local laws for the City as well as in support of other agencies. Provide administrative assistance to Chief of Police on major departmental projects. Develop initial budget request and monitor financial activities for compliance to approved budget. Perform various duties of sworn law enforcement officer as required.

Essential Duties and Responsibilities *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

- Maintains regular job attendance and adherence to working hours.
- Operates a motor vehicle safely and legally.
- Manage assigned staff through subordinate supervisors and perform police operations activities to ensure compliance with departmental rules and regulations.
- Develop and implement procedures, guidelines and programs to improve the effectiveness and efficiency of police department operations.
- Identify special community law enforcement needs/concerns; make recommendations and work with related groups/agencies to address.
- Cooperate with other local, county, state and federal police organizations to coordinate activities and achieve service goals.
- Represent department on multi-jurisdictional committees and efforts.
- Develop and issue bid requests for departmental purchases and coordinate with vendors on such purchases. Provide recommendations regarding purchases during preparation of department budget request.
- Investigate complaints and allegations of department employee misconduct. Provide findings to Police Chief or others for appropriate action.
- Provide cover and assistance to other officers involved in hazardous police operations. Supervise and participate in search warrants and raids.

- Administer activities under evidence control; determine where evidence is placed and what property is destroyed.
- Participate in public relations programs which may include speaking to citizen and school groups. Meet with citizens as necessary to respond to inquiries, complaints and requests, and to resolve problems/complaints.
- Follow all safety rules and procedures established by the City Safety Manual.
- Assume the duties of Chief of Police in his absence.
- Compile statistical information to assist in staffing, case flow, workload and crime analysis.
- Maintain work areas in a clean and orderly manner.
- May perform any or all duties and responsibilities of a sergeant or officer on an assigned shift.
- Maintain proficiency by attending training conferences and meetings, reading materials and networking with other professionals in law enforcement.

Supervisory Responsibilities

Directly supervises all Department employees. Carries out supervisory responsibilities in accordance with the Department's policies and applicable laws.

Responsibilities include interviewing, making effective hiring and firing recommendations and decisions, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies which reflect the working dynamic of this position:

Knowledge of:

- Criminal justice/law enforcement field including applicable Federal, State and local laws and ordinances; police methods, procedures and practices including investigation, crime prevention, traffic control and safety; police administration, organization and operations; and safe operations of law enforcement equipment including firearms.
- Principles, practices, and techniques of public administration, City government, Police policies and procedures.
- Personnel policies.
- Budget policies and procedures.
- Principles and practices of management and supervision.
- Principles of budget preparation and fiscal accounting.
- Principles of Police administration.
- Reporting and disclosure requirements of government entities.

Skill in:

- Personnel supervision.
- Planning, coordinating, and directing the operations of the Police Department to achieve established goals and maximize efficiency.
- Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
- Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.

- Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
- Providing outstanding customer satisfaction (internally and externally).
- Use of Microsoft Office and applicable specialized law enforcement software.

Ability to:

- Communicate orally and in writing in a clear and concise manner.
- Represent the City professionally and effectively in meetings with others.
- Establish and maintain effective working relationships.
- Negotiate effective solutions to complex problems.
- Ability to apply sound judgment and effective problem-solving skills to a variety of issues and demonstrate a team building approach to leadership.
- Handle critical emergency situations in a professional, effective and efficient manner.

Qualifications

Employee must be a US Citizen and at least 21 years of age and must be free of any felony or domestic abuse convictions. In addition to the basic duties of a Police Officer and Sergeant, employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Equivalent to a four-year university education in criminology, public or business administration, psychology or closely related field, and eight years of experience including at least two years of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Language Skills

Ability to read, analyze, and interpret technical journals, financial reports, and governmental and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management or public groups.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Human Resource systems; Internet software; Inventory software; Payroll systems; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Employee must possess a current valid Oregon Driver's License. Must be eligible to obtain and must obtain, within one year of employment, a DPSST Advanced Police Officer Certificate and a DPSST Supervisory Certificate. Employee must then maintain a DPSST Advanced, or higher, Police Officer Certificate and obtain a DPSST Mid-Management Certificate within three years of employment.

Other Qualifications

Must be willing to work variable shifts, including weekends and holidays. Must be willing to work extended hours when directed by a supervisor or when necessary to complete mission. Employee must always reside within five air miles of the Police Department.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk and hear clearly. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, run or crawl and must be capable to physically subdue uncooperative persons subject to arrest. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually quiet.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THIS POSITION.