



City of Lake Oswego, Oregon

Job Description

POLICE CAPTAIN

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 620

Job Code: 3088

Class Summary

Under direction, plans, directs and participates in the activities of investigation, operations or the support services division of the department including supervision of detectives, special investigation units, patrol, traffic and community services personnel. Responds to citizen inquiries, may supervise internal investigations and complaints and assists with recruitment and selection. Represents the Police Department at city, county and regional meetings and associations.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supervises employees including prioritizing and developing work plans; evaluating staff performance; monitoring progress on reports and projects; establishing, interpreting and enforcing policies and procedures; providing training and development for staff; providing verbal counseling or reprimands; issuing disciplinary action such as written reprimands; make recommendations on other disciplinary action including reductions in pay through removal from premium pay assignments, demotions, suspensions and terminations; providing meaningful input for making hiring and promotion decisions.
2. Coordinates all uniform shift activities such as patrol, traffic and community services including insuring performance standards, quality of training programs and discipline standards. Oversees data processing and operation of the Communications Center including developing, implementing and enforcing policies and procedures; maintaining and securing hardware and software; approving purchase requests for new equipment; and, performing background checks.
3. Reviews arrest reports ensuring cases are prosecutable including determining if all elements of the criminal investigation have been completed and the reports are accurate.
4. Serves as a liaison with the general public and the press including writing press releases, making statements, answering questions and resolving conflicts.
5. Oversees internal investigations regarding complaints against officers ensuring compliance with labor laws and departmental policies. Works closely with Human Resources and Legal Counsel in resolving disputes.
6. Serves as staff liaison and may represent the Police Chief at budget, policy and other meetings including interpreting department's role and implementing policy changes.
7. Assists in preparing the annual budget for the Police Department including determining resource and training needs, capital purchases and allocation of resources.

8. Reviews, updates and writes policies for the Police Department.
9. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Budgeting theories and principles.
- Administrative law in the public sector.
- Human behavior in stressful situations.
- Local, state and federal laws, regulations and ordinances governing criminal activity and civil matters.
- Reporting responsibilities to regulating agencies.
- Report writing.
- Presentation techniques.
- Problem resolution techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply management theories and practices.
- Prepare budgets.
- Track and record expenditures.
- Investigate criminal activities and apprehending violators.
- Write reports.
- Make presentations.
- Resolve conflicts.
- Promote positive public relations.
- Operate police vehicles, equipment, weapons and restraints.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor's degree in Social Sciences, Public Administration, Business Administration or related degree and five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification are required to possess a valid driver's license and ability to meet the City's driving standards. Must be able to pass a thorough background check with no felony convictions, and pass a psychological and medical evaluation.

Must be able to obtain State of Oregon Executive Police Certificate within one year.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Very Heavy Physical Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.