

**City of Cottage Grove
Job Description
POLICE CAPTAIN**

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| Department: Police | FLSA: Exempt |
| Reports to: Police Chief | Representation: Non-Represented |
| Pay Range: Range 31 | Date Adopted: 12-01-2022 |

GENERAL POSITION SUMMARY: The Police Captain is responsible for the day-to-day management of patrol operations, jail operations, dispatch operations, major case investigations, and records/evidence; acts in the capacity of Police Chief in the Chief's absence; does related work as required and assigned. This is a professional position representing top management in the department.

DUTIES AND RESPONSIBILITIES: (Illustrative only. An employee in this class may perform any or all duties listed. These examples do not, however, include all tasks which the employee may be expected to perform within this class).

1. Administers, coordinates, and supervises Patrol, Jail, Investigations, Dispatch, and Records/Evidence functions.
2. Responds to and coordinates major case investigations, responds to and assumes command and supervises critical incidents.
3. Conducts internal investigations of citizen and officer complaints as assigned.
4. Reviews, corrects, and participates in the preparation of police reports and records.
5. Prepares budget recommendations; develops, recommends, and implements policies, procedures, and programs to improve the effectiveness and efficiency of the police department.
6. Maintains appropriate records and files.
7. Maintains liaison with local, regional, state, and federal law enforcement/public safety agencies.
8. Evaluates operations and activities of assigned responsibilities, recommending and implementing improvements and enhancements. Oversees and/or prepares various reports on operations and activities.
9. 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.
10. Participates on interview panels for the hiring and promotion of department employees; makes hiring and promotional recommendations.

11. Establishes and maintains community partnerships, attending events and interacting with community organizations.

12. Assumes the duties of Chief of Police in his absence.

ESSENTIAL FUNCTIONS:

1. Administers, coordinates, and supervises the Patrol, Jail, Investigations, Dispatch, and Records/Evidence Divisions.
2. Coordinates major case investigations, assume command and supervises critical incidents.
3. Performs internal investigations, make disciplinary recommendations, reviews background investigations, coordinates staff allocations, and conducts performance evaluations.

IMPORTANT FUNCTIONS:

1. Prepares budget recommendations; develops, recommends, and implements policies, procedures, and programs to improve the effectiveness and efficiency of the police department.
2. Participates on interview panels for the hiring and promotion of department employees; makes hiring and promotional recommendations.
3. Performs public speaking activities as it relates to public inquiries regarding law, public safety, and other related matters or departmental programs.
4. Serves as Public Information Officer as needed and assigned.

ESSENTIAL PHYSICAL REQUIREMENTS: Must meet the minimum DPSST physical standards for a law enforcement officer.

DISTINGUISHING CHARACTERISTICS: An employee in this classification is expected to be a strong leader and demonstrate moral character and high ethics. An employee in this classification is responsible for coordinating, planning and supervising the major divisions of the police department, which includes patrol and investigations. An employee in this classification acts in the capacity of the Police Chief in the Chief's absence.

JOB SPECIFICATIONS: Thorough knowledge of applicable federal, state, and local law, and municipal ordinances; progressive and professional police methods, advanced criminal investigation techniques, crime prevention, community policing, officer safety, jail standards and operations, patrol operations, and tactical response delivery. Thorough knowledge of effective leadership principles, command functions and responsibilities of a law enforcement agency; principles of supervision, and personnel practices. Knowledge of budgeting, record keeping, internal investigations; labor relations and contract management, knowledge of personal computers; excellent communication skills both written and oral.

Education & Experience: Ten years of progressively responsible experience in law enforcement to include a minimum of two (2) years of formal supervisory experience (Sergeant or higher rank).

Knowledge, Skills and Abilities:

Required Knowledge

Law Enforcement – Knowledge of laws, legal codes, court procedures, precedents, and government regulations.

Safety/Security – Knowledge of common safety rules, regulations, procedures and practices to include effective restraint techniques, basic first aid and CPR.

Must be skilled in the safe operation of law enforcement equipment, police vehicles, and firearms.

Judgment and Decision Making — Ability to exercise good judgement and make effective decisions in critical situations.

Considers the relative costs and benefits of potential actions to choose the most appropriate one.

Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

Must have the ability to effectively and professionally interact with a socially, culturally, and racially diverse population.

Special Requirements and Certifications: Must possess Department of Public Safety Standards and Training (DPSST) Supervisory certification to be considered. Must obtain DPSST Management certification in the time period specified by department policy. Possession of or ability to obtain a valid Oregon driver license; safe driving record; acceptable background history.

Supervisory Duties: Supervision is provided to all department supervisors, including Sergeants and Dispatch Supervisor, all police officers and all other department staff and volunteers.

Supervision Received: Work is performed under the general supervision of the Police Chief who reviews work primarily on the basis of results attained, demonstrated leadership, compliance with department policy, practice of acceptable procedures, and adherence to local, state, and federal law.

Contact with Others: A Police Captain will have contact with a variety of intra- and interdepartmental personnel, as well as with the general public. The expectation is that the Police Captain will at all times conduct himself or herself in accordance with the Law Enforcement Code of Ethics. The Police Captain will be expected to model the highest ethical and professional standards to the Police Department.

Confidential Information: A Police Captain will have access to a variety of confidential records, and must have the professional integrity to keep such information strictly confidential.

Resource Accountability: A Police Captain is accountable for the responsible and appropriate allocation of City resources.