

## POLICE CAPTAIN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To direct, manage, supervise and coordinate assigned programs and activities within the Police Department; to coordinate assigned activities with other departments, divisions and outside agencies; and to provide highly complex administrative support to the Police Chief.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Police Chief.

Exercises direct supervision over subordinate staff.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Assume management responsibility for assigned Police Department functions including patrol and investigations or administrative services and activities; may serve as Police Chief in the absence of that person.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Assist in the selection, training, motivation and evaluation of department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination procedures as appropriate.
5. Coordinate, organize and schedule assigned personnel and other resources to achieve departmental goals; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
6. Study law enforcement reports to determine trends and make recommendations for changes in organization, procedures, and guidelines to improve Police Department effectiveness and efficiency.
7. Identify special community law enforcement needs and concerns and make recommendations to resolve these issues, work with related groups and agencies to address these concerns.
8. Oversee department purchasing activities; develop and issue bid requests for departmental purchases and coordinate with vendors.
9. Perform police duties necessary to enforce City, State and Federal laws; provide assistance to other officers involved in police operations; supervise and oversee search warrants and tactical operations.
10. Coordinate department activities with those of other departments, divisions, and external agencies.

**CITY OF FOREST GROVE**  
**Police Captain (Continued)**

11. Participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
12. Represent the Police Department to other departments, divisions and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
13. Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to questions and information requests from the news media.
16. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive law enforcement program.  
Principles and practices of police administration and organizational management.  
Principles and practices of crime prevention and suppression.  
Law enforcement theory, principles and practices and their application to a wide variety of services and programs.  
Principles and practices of purchasing for public agencies.  
Modern and complex principles and practices of law enforcement, patrol, crime prevention, traffic control, investigation and identification.  
Laws governing the apprehension, arrest and custody of accused persons.  
Rules pertaining to search, seizure and preservation of evidence.  
Use of firearms and other modern police equipment.  
Recent court decisions and legislation affecting law enforcement operations.  
Principles and practices of program development and administration.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Oversee assigned police department activities and operations.  
Organize and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Respond to requests and inquiries from the general public.  
Prepare clear and concise administrative reports.  
Prepare and administer large and complex budgets.  
Discharge firearms in a safe and effective manner.  
Interpret and apply applicable Federal, State and local policies, laws and regulations.

**CITY OF FOREST GROVE**  
**Police Captain (Continued)**

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to a Bachelor's degree in criminal justice, police science or a related field.

**Experience:**

Five years of increasingly responsible law enforcement experience including two years of administrative and supervisory responsibility.

**License or Certificate**

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid DPSST Advanced Certification or the ability to obtain within twelve months.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein 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 these essential job functions.*

**Environment:** Primarily office environment; emergency peace control environment; travel from site to site; exposure to potentially hostile environments; extensive public contact.

**Mobility:** Incumbents require sufficient mobility to walk, stand, sit for extended periods of time; moderate or light lifting; discharge firearms and utilize various other law enforcement equipment; operate a motorized vehicle.

**Vision:** Incumbents in this class require vision consistent with Police Standards set by the State of Oregon.