



# Police Captain

**DEPARTMENT:** Police  
**CLASSIFICATION:** Exempt

**SUPERVISOR:** Police Chief  
**PAYROLL:** 150

**POSITION SUMMARY:** Assists in the administration of the Stayton Police Department, using leadership skills that promote best practices for the protection of property; the safety of citizens; and quality of life for residents and visitors. Provides leadership of subordinate supervisors and commands adherence to proper police procedures, professional and ethical standards, personnel rules, applicable labor law (including FMLA, OFLA, ADA), and the collective bargaining agreement. Assists in the preparation of the Department budget and administers the budget through the prudent allocation of resources. Responds to grievances and participates in the collective bargaining process.

## **ESSENTIAL JOB FUNCTIONS**

*Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The 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.*

- Must be able to abide by the Law Enforcement Code of Ethics.
- As Captain, provide the effective delivery of Department services through the daily supervision of Sergeants that are managing patrol operations, criminal investigation, and code enforcement; assuring enforcement is conducted in conformance with applicable law, policy, and community expectations. Considers non-enforcement based strategies, utilizing other city, governmental, or civic organization resources, or combined enforcement and non-enforcement strategies, when more appropriate in meeting community goals.
- Develops the leadership potential of subordinate supervisors through training, mentoring, evaluation, and collaboration. Fosters supervisory commitment to personal and organizational accountability for ethical values and performance standards.
- Assists subordinate supervisors with the appropriate administration of the collective bargaining agreement and resolution of disciplinary matters.
- Monitors the development of all line staff and ensures competency through training, evaluation and discipline. Establishes proper organization discipline through training, evaluation, and discipline. Establishes proper organization discipline through the communication of clear expectations and fair enforcement of discipline standards.

- Promotes team building and subject expertise by the selection of candidates for training and award based on merit.
- Assists in the budget preparation process through the identification of budgetary needs and compilation of the budget documents. Administers the budget through the prudent allocation of resources and expenditure of funds.
- Participates in the collective bargaining process and contract grievance process, as a management representative, or witness, as directed.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Exhibit leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules and procedures established for work areas.
- Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any essential functions of the job requirements.
- Other duties as assigned.

#### **AUXILIARY JOB FUNCTIONS**

- Provides assistance to other staff as workload and staffing levels dictate.
- Assumes command of incidents requiring a modified Incident Command structure, including events attracting unusual public interest of those requiring the deployment of significant resources.
- Serves as the Police Department Public Information Officer, as directed.
- Prepares and disseminates media information including articles for local newspapers and newsletters.
- Conducts other operational or administrative responsibilities and assigned by the Police Chief or designee.

#### **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual 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 / EXPERIENCE**

- Equivalent to high school graduation plus additional specialized training equal to two years of college in police science, law enforcement, criminal justice or related field and over fifteen years' experience as a sworn officer, with a minimum of five years of law enforcement supervisory experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties and at least two years of full time supervisory experience.
- Thorough knowledge of effective leadership, police practices and procedures, investigative methods and techniques, use of informants, proper methods of securing, handling and preserving evidence, court proceedings, federal, state and local laws, firearm use and safety precautions.
- Possess and maintain, in good standing a valid Oregon driver's license

## **SPECIAL REQUIREMENTS / LICENSES**

- Possession of DPSST Supervisory Certificate and LEDS certificate.
- Valid driver's license without record of suspension or revocation.
- CPR / First Aid card.
- Reside within 35 miles of the City of Stayton by the end of probation.

## **DESIRABLE QUALIFICATIONS**

- Knowledge of the community and surrounding areas.
- Knowledge of federal and state employment law.
- Possession of DPSST Management Certificate.

## **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.*

- Work locations are primarily indoors.
- May be exposed to all types of weather conditions and may include contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases.
- Incumbent operates police vehicles and may be required to sit for extended periods while performing various duties.
- Must be available for work assignments after normal business hours.
- Must be available to be respond to leadership and administrative needs of Police Department 24 hours a day unless physically outside of response area.

**PHYSICAL ABILITIES**

*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 position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls.
- The position requires mobility and the ability to operate a motorized vehicle.
- Duties involve moving materials weighing up to 10 pounds on a regular basis. Equipment worn typically weighs in excess of 25 pounds.
- Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc.
- Position may be required to deal with violent and combative individuals requiring considerable physical effort.
- Encouraged to lead by example by ability to attain and maintain DPSST standards for physical strength, agility and flexibility as indicated by completion of ORPAT each year.

**SUPERVISION**

- Works under the general supervision of the Police Chief.
- Direct supervision of up to two sergeants and indirect supervision of 10 FTE.

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 THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

\_\_\_\_\_  
Police Captain

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date