



JOB DESCRIPTION

ORGANIZATION:	City of Lebanon	LOCATION:	Lebanon, OR
DEPARTMENT:	Police	DATE:	November 2019
DIVISION:	Administration	JOB STATUS:	Exempt
JOB TITLE:	Captain	FLSA EXEMPT:	Yes

PURPOSE OF POSITION: As the second in command, manage, supervise and monitor the day-to-day operations of the police department, including law enforcement and communications personnel. Provide administrative assistance to Police Chief on major departmental projects dealing with facilities and operations.

ESSENTIAL JOB FUNCTIONS/DUTIES & 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.*

1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Manages assigned staff through subordinate supervisors and performs police operations activities to ensure compliance with departmental rules and regulations.
4. Develops and implements procedures, guidelines and programs to improve the effectiveness and efficiency of police department operations.
5. Identifies special community law enforcement needs/concerns, makes recommendations and works with related groups/agencies to address.
6. Cooperates with other local, county, state and federal police organizations to coordinate activities and achieve service goals. Represents department on multi-jurisdictional committees and efforts.
7. Develops and issues bid requests for departmental purchases and coordinates with vendors on such purchases. Provides recommendations regarding purchases during preparation of department budget request.
8. Investigates complaints and allegations of department employee misconduct. Provides findings to Police Chief or others for appropriate action.
9. Provides cover and assistance to other officers involved in hazardous police operations. Supervises and participates in search warrants and raids.
10. Administers activities under evidence control; determines where evidence is placed and what property is destroyed.

11. Participates in public relations programs, which may include speaking to citizen and school groups. Meets with citizens as necessary to respond to inquiries, complaints and requests, and to resolve problems/complaints.
12. Follows all safety rules and procedures established by the City safety manual.
13. Assumes the duties of Chief of Police in his absence.
14. Compiles statistical information to assist in staffing, case flow, work load and crime analysis.
15. Maintains work areas in a clean and orderly manner.
16. May perform any or all duties and responsibilities of a sergeant or officer on an assigned shift.
17. Maintains proficiency by attending training conferences and meetings, reading materials and networking with other professionals in law enforcement.

MANDATORY REQUIREMENTS:**Education & Experience:**

1. Equivalent to four-year college education and six years' experience, including at least one year at the first-line supervisory level, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
2. Previous experience in a sworn administrative capacity in a law enforcement environment.
3. Previous experience with a police department.

Licenses & Certificates:

1. Possess and maintain DPSST Supervisory certificate and ability to obtain DPSST Police Management certificate within two years.
2. Required to possess and maintain valid Oregon motor vehicle operator's license with an acceptable driving record within thirty days of appointment.
3. Required to possess or obtain and maintain Criminal Justice Information Services (CJIS) security clearance.

DESIRABLE QUALIFICATIONS: None.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. 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.
2. Principles, practices, and techniques of public administration, City government, police policies and procedures.
3. Personnel policies.
4. Budget policies and procedures.

5. Principles and practices of management and supervision.
6. Principles of budget preparation and fiscal accounting.
7. Principles of police administration.
8. Reporting and disclosure requirements of government entities.

Skill in:

1. Personnel supervision.
2. Planning, coordinating, and directing the operations of the police department to achieve established goals and maximize efficiency.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of Microsoft Office and applicable specialized law enforcement software.

Ability to:

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

PHYSICAL DEMANDS OF POSITION:


1. 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 motor vehicle.
2. Position is typically required to move materials weighing up to 10 pounds on a recurring basis.
3. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS:

1. Work locations are primarily indoors.
2. While performing the duties of this job, the employee occasionally works outdoors at all times of day and in all weather conditions, and is occasionally exposed to hazardous situations that may result in injury, death or use of deadly force on others.
3. Incumbent operates police vehicles and may be required to sit for extended periods while performing various duties.
4. Noise level in the work environment is usually moderate, but the employee may occasionally be exposed to high-level noises including, but not limited to, emergency vehicle sirens, gun fire, shouting and yelling.
5. Must be available for on-call emergency response.

SUPERVISORY RESPONSIBILITIES: Provides regular supervision to regular and reserve officers and office personnel, typically over 10 and seldom exceeding 25 FTE on an annualized basis.

SUPERVISION RECEIVED: Works under the direction of the Chief of Police.


Jim Whittaker Interim City Manager 11/19/19

Approved by City Manager

November 2019