

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: POLICE CAPTAIN

General Functions:

This position reports to the Police Chief, and is responsible for the management and direction of the operation divisions within the Police Department. Job responsibilities include direct supervision of Records, Detective Division, patrol and Police Sergeant. Reviews internal investigations and grievances; budget development and monitoring and general project and operations management.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

- 1) Contribute to a positive work environment.
- 2) Maintains a positive relationship with contacts specific to them and with persons outside the City organization.
- 3) Plans, organizes and supervises the operation division's activities of the Police Department.
 - a) Develops staffing plans to meet daily requirements.
 - b) Develops and maintains shift schedules including overtime.
 - c) Reviews general orders and department policies as part of staff process.
- 4) Assigns duties to division supervisors.
 - a) Reviews performance.
 - b) Provides training and input.
 - c) Ensures accountability and productivity.
 - d) Manages discipline and grievances as applicable.
- 5) Conducts internal investigations and shooting and accident review boards making recommendations to the Police Chief, as required.
- 6) Coordinates circuit, district and municipal court subpoenas for trials.
 - a) Coordinates time off for court appearances.

- 7) Assists with the development of the department budget and monitors expenditures of the operation divisions' budget.
- 8) Serves as acting Police Chief as required. May serve as management liaison in union negotiations.
- 9) Responds to emergencies and other incidents requiring a command level officer. Responds on a 24-hour basis, as required.
- 10) Processes and releases evidence in absence of department property control officer.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

a) Education:

- i) The position requires a bachelor's degree in Criminal Justice, Public or Business Administration or related field from an accredited college or university. Must possess or be able to obtain a valid driver's license. Must possess a DPSST intermediate certificate. Must possess or be able to obtain a DPSST management certificate upon hire.

b) Training:

- i) The position also requires a minimum of five (5) years experience employing a variety of police technical skills; four (4) years experience in supervision of others; and eight (8) years prior work experience showing progressively responsible experience. Work experience must include personnel issues, evaluations; budget development and administration and contract administration.

2) Supervision:

Received: Work is performed independently with the department manager providing general direction and indirect supervision.

Exercised: Provides limited supervision to Lieutenants, Sergeants and through them, all operation divisions personnel. Recommends various personnel actions to a higher organizational level including hiring and termination. Effectively takes action relating to performance, discipline and pay adjustments. Supervises positions of moderate complexity and skill level.

3) Communication:

This position requires frequent communication with city residents, other departments within the City, vendors, other government entities, professional service firms, media, the general public and other employees. Communication is frequently complex and regularly involves confidential or sensitive information.

4) Cognitive Functions:

Work is only occasionally monitored and performed with a moderate level of structure and substantial level of independent decision-making. Creativity or innovation is moderately required to solve problems that have considerable complexity and where precedent is only occasionally available.

5) Working Conditions:

Most work is performed in a standard office environment. Hazards, temperature extremes, dirty or otherwise disagreeable conditions and travel are moderate to high and present regularly during fieldwork.

6) Resource Accountability:

Position has moderate impact on a high resource value including division budget and slight impact on databases and extensive impact on equipment.

The job classification 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.