

CITY OF BEAVERTON

Police Captain

General Summary

This is a senior command-level position with responsibility for managing, coordinating and directing the operational and administration units of the Police Department. Assist with management of the department and assume direction of the department in the Police Chief's or Deputy Police Chief's absence as assigned.

Key Distinguishing Duties

Overall responsibility for managing programs and staff of the section including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage a division of the police department. Develop, review, approve and implement division work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Police Department senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Effectively make hiring and promotional recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversees disciplinary process according to the collective bargaining agreement and City policy.
3. Review and investigate complaints against the department or personnel and recommend appropriate action. Maintain a variety of files and documentation related to personnel, programs and procedures. Respond to serious or sensitive police scenes and assume command or assist the officer in charge.
4. Perform administrative duties, including preparing grants and researching new programs or innovative methods. Develop, review and recommend short or long-term goals, objectives, policies and procedures. Uphold the department's community based policing philosophy.
5. Prepare, recommend and monitor division budget. Provide explanation for variances.
6. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Perform program audits.

7. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on and produce excellent quality results and customer service.
8. Produce an acceptable quantity and quality of work that is completed within established timelines.
9. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
10. Represent the Police Department and/or City to the public, in legal or administrative proceedings, in labor relations, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Provide employees with basic and advanced job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Follow standards as outlined in the Employee Handbook.
15. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of applicable federal, state and local laws and ordinances and bar press guidelines.
- ◆ Expert knowledge of practices and principles of criminal justice and crime prevention.
- ◆ Expert knowledge of the laws and regulations governing criminal justice.
- ◆ Expert knowledge of community policing philosophies.
- ◆ Expert knowledge of safety regulations, procedures and practices in law enforcement.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to community policing and criminal justice programs.
- ◆ Advanced knowledge of practices and principles of public/business administration and decision-making.

- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Expert ability to control and direct dangerous and sensitive situations and perform effectively in emergency situations.
- ◆ Advanced ability to operate firearms and equipment safely, skillfully and in conformance with applicable laws and regulations.
- ◆ Expert ability to perform departmentally authorized use of force techniques to affect the physical arrest of criminal suspects.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a division.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and staff, including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding criminal justice and crime prevention.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word-processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Bachelor's degree in criminal justice, business/public administration or closely related field and ten years experience in law enforcement including three years as a lieutenant or similar command level, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Department of Public Safety Standards and Training Advanced and Supervisory level certification required.

- ◆ Successful completion of Department of Public Safety Standards and Training (DPSST) Mid-Management course within 12 months of appointment or, as DPSST scheduling allows. DPSST Management and Executive Level certification preferred.

Working Conditions

Work in a 24 hour environment with varied shifts including weekends and holidays; regular focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; occasional exposure to injury, disease or hazardous fumes; daily attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads; can, on occasion, require physical and mental exposures and the demands of the police officer class.

Classification History

As of 10/97: Police Captain
Revised: 11/07
Revised: 2/05
Revised: 1/1/09

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date