



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

POLICE CAPTAIN

FLSA Status : Exempt
Bargaining Unit : Non-Bargaining
Salary Grade : PE2

CLASS SUMMARY:

The Police Captain is a police management professional in a four level Management Series and reports directly to the Police Chief. Incumbents will be assigned to one of two divisions, Operations or Support, to plan, direct and organize a division within the Police Department. Responsibilities include but are not limited to professional development strategies, budget management, and the successful implementation of best practice law enforcement principles.

Incumbents perform the full range of supervisory and leadership duties including directing work, training and coaching, discipline, and performance evaluation.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Develops and leads the administration of rules, procedures and policies, and develops and coordinates new projects related to programs and technology.
- Performs emergency incident management as necessary and participates in incident pre-planning.
- Coordinates administrative and operational support assignments, monitors effectiveness and may perform the duties of a police officer, responding to in progress calls or assisting patrol officers with their duties, depending on assignment.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Creates action plans in alignment with long and short-range strategic plans and prepares operating budget and capital expenditure needs related to programs and projects including recommendation of purchasing.
 - Supervises and mentors departmental staff as assigned, including coordinating and directing work flow, making work assignments, and training; making disciplinary and hiring recommendations; and conducting performance evaluation.
 - Oversees the management of fleet services for the Police Bureau.
 - Attends public meetings, presents to Council and community groups, and serves as a department liaison with community groups, other city departments, emergency service agencies, the employee association and emergency management.
 - Performs customer service for inquiries and complaints; coordinates special events as assigned; acts in the absence of the Director as assigned.
 - Safely and effectively operate a motor vehicle in daily travel and in demanding law enforcement situations.
 - Performs other duties of a similar nature or level.
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Training and Experience (positions in this class require):

A Bachelor's Degree in a related field and seven years of related experience, including three years of supervisory experience in a rank of police lieutenant or above are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Valid driver's license, Oregon Class C
 - Oregon Police Officer Certificate
 - Law Enforcement Data System Certificate within 60 days of assignment
 - Oregon Police Supervisory Certificate required within 1 year of appointment
 - Oregon Police Management Certificate preferred
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Knowledge (positions in this class require):

Knowledge of:

- Conflict resolution;
- Labor relations and employment laws;
- Major emergency incident command;
- Risk management and safety protocols;
- Police administration principles and practices;
- Current police operational techniques;
- Budget management principles and practices;
- Emergency management;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;

- Personal computers and related software programs;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class require):

Skill in:

- Public speaking and presentation;
 - Project and budget management practices;
 - Execution of police methodology;
 - Advanced incident command inclusive of major strategy, tactics, operations, planning, incident mitigation and recovery;
 - Use of investigative equipment and firearms;
 - Using a computer and related software applications;
 - Reading, revising and interpreting policies and procedures;
 - Problem analysis and solution by applying critical thinking methods;
 - Instructing classes, and developing and leading training activities;
 - Providing positive, effective leadership and supervision to staff;
 - Appropriate and effective independent decision making;
 - Maintaining confidentiality;
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Additional Requirements:

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Incumbents must pass a full public safety background investigation, psychological evaluation, physical and drug screen.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council June 17, 2020, Resolution No. 20-6936

Revised April 11, 2022, October 20, 2023

Approved:

Mandy Hayes, Human Resources Director

Date: _____

Aaron K. Cubic, City Manager

Date: _____