



## City of Klamath Falls

## Position Description

Position: Police Captain	Group: Non-Represented
Department/Div.: Police Department	FLSA: Exempt
Reports to: Police Chief	Salary Grade: 129

### Summary

Under the supervision of the Police Chief, the Police Captain represents a working, leadership position within a law enforcement career ladder. The Police Captain oversees the Police Lieutenants who serve as Watch Commanders responsible for oversight and supervision of field and station activities during all hours, on holidays, and on weekends. Work coverage is divided into shifts with community patrol requiring 24-hour-a-day coverage. Length of shift may vary with assignment. This position supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing necessary disciplinary action including economic hardship; responding to grievances; and making or effectively administering hiring and termination decisions. Assist the Chief with personnel, project management, budgeting, and program planning. Implement program objectives; prepare staff reports and submit recommendations on new or revised systems or procedures consistent with community policing objectives. Manages difficult criminal investigations leading to the identification, apprehension, and prosecution of criminals in compliance with governing federal, state, and local laws. Implements proactive police protection and crime prevention consistent with the mission, goals, and objectives of the City of Klamath Falls Police Department. Conducts criminal investigations leading to the identification, apprehension, and prosecution of criminals in compliance with governing federal, state, and local laws. These tasks are illustrative only and may include other related duties.

### Distinguishing Career Features

This position is primarily distinguished from that of Lieutenant in that the project development or contract management responsibilities are of a larger more complex nature and are generally less routine; the time required for research and staff work is greater than that of Lieutenant; and these duties are usually performed under the direction of the Chief of Police. The Sergeants schedule, assign, and direct work activities, but have no authority to impose discipline. Lieutenants have broader authority to discipline beyond reprimand, after conferring with their manager regarding appropriateness and consistency. Lieutenants participate in and have a larger impact on strategic operations implementation than Sergeants. The Captain acts as division manager for a larger organizational division of the department rather than a work unit(s) or smaller division and Lieutenants focus more on daily operations (including some long-range operations), and coordination of employees and programs. The Captain reports directly to the Chief of Police and may act in the capacity of Chief while Lieutenants generally report to a Police Captain and usually only act in the capacity of Captain. To advance to Captain, incumbents must possess the education, experience and certificates required by the position. Advancement potential exists to Captain based on need and compliance with the stated qualifications.

## **Essential Duties and Responsibilities**

- Plans, coordinates, assigns, directs and reviews the work of Sergeants, Police Officers, volunteers, and civilian employees for compliance with department goals, policies, and procedures. Develops and implements work program objectives. Prepares shift reports as required.
- Assists Chief of Police to develop, recommend and administer the annual budget, including goals, objectives and performance standards. Develops, implements, and manages special projects or programs as assigned, including compliance with General Orders and standards.
- Mentors, oversees and schedules the training of new or newly promoted employees within area of assigned responsibility.
- Manages respective department personnel issues. Performs personnel duties such as selection, termination, discipline, evaluation of performance, and developmental planning. Makes effective recommendations in promotion, hiring and termination decisions for police personnel. Ability to impose economic hardship on police personnel including approval/denial of overtime and may impose unpaid suspensions for disciplinary reasons. Counsels employees as appropriate. Attempts to resolve grievances at lowest level. Ensures personnel receive required training.
- Participates as member of Department Management Team, assists in departmental planning and coordination.
- Supervises the execution of daily, quarterly and annual training for all personnel assigned to a shift or unit. Provides career development opportunities for staff.
- Promotes worker safety and minimizes risk to property and people. Ensures proper procedures are followed when employees are injured on duty and that all injuries and accidents are reported correctly.
- Oversees and/or conducts citizen or internal affairs complaint investigations to ensure quality of service is maintained and that department policies and procedures are adhered to. Ensures quality customer service and resolves employee complaints.
- May act as a liaison for community groups as assigned by the Police Chief. Assists public in acquiring advice and assistance as their activities impact or are affected by law enforcement. Gives presentations or facilitates discussions for small and large groups. Provides staff support to City committees as directed. Manages special events.
- Acts as a liaison for federal, state, and local offices of the criminal justice system.
- Prepares staff reports and develops, evaluates, and recommends revised systems or procedures, including review of General Orders or accreditation standards. Administers contracts with other agencies.
- Performs duties of a Lieutenant, Sergeant or a Police Officer as required.
- Acts in capacity of Chief of Police in his/her absence.
- Acts as public affairs officer as required, either in the field or from an emergency operations center. Coordinates information with other public agencies and the media as necessary.

- Maintains normal availability by radio or telephone for consultation on major crimes or emergencies.
- Promotes and supports worker safety and manages risk to property and people. Monitors employee activity and equipment operations to ensure compliance with safety practices and procedures; implements and maintains safe operating practices; ensures compliance with approved and proper safety practices, procedures, rules, and regulations.
- Oversees and may be required to personally participate in investigating violations of criminal law; obtaining evidence and compiling information regarding these crimes; preparing cases for filing of charges; testifying in a court of law; and related activities.
- Reviews police-related reports prepared by officers or others. Prepares a variety of reports and records.
- Determines deployment of personnel during emergency operations; makes day-to-day assignments as required by daily operational needs.
- Operates and drives a motor vehicle safely and legally.
- Delivers excellent customer service to diverse audiences.
- Maintains effective work relationships.
- Adheres to all City and Department policies.
- Arrives to work, meetings, and other work-related functions on time and maintains regular job attendance.
- Performs other duties as assigned that support the overall objective of the position.

**Qualifications**

- **Knowledge and Skills**

Requires Excellent leadership skills and strong ability to supervise others. Requires skill in communicating effectively in writing and verbally in situations which may be stressful. Requires strong interpersonal skills, respect for diversity, and the ability to get along well with coworkers and the public, and maintain effective work relationships, including effective labor relations. Requires considerable cooperation and collaboration skills, investigative abilities, and conflict resolution skills. Proficient in the use of vehicles, firearms, and other weapons even in stressful, emergency conditions.

- **Abilities**

Ability to maintain the standards identified in the Law Enforcement Code of Ethics. Must have the ability to take command at critical incidents and make decisions which result in a safe, legal, and satisfactory outcome. Must be able to interpret policy, rules, collective bargaining agreements, and regulations ensuring correct application and compliance. This position requires the ability to anticipate and/or resolve operational, staffing and equipment related problems and to develop goals for work groups. Monitors performance to ensure performance measures are met. Position requires initiative and independence, the ability to identify and resolve problems, and to communicate the Department’s vision and values within the organization and the community. Ability to work on multiple investigations, as well as perform necessary patrol duties, traffic enforcement, community service, special assignments, and training as required. Ability to collect, process, and evaluate complex material and information. Ability to resolve situations by making appropriate decisions in highly stressful, rapidly deteriorating, and violent situations. Ability to demonstrate commitment to diversity with the ability to promote diversity principles with employees in day-to-day operations. Ability to successfully use diversity

principles within the department and organization wide. Must be able to testify in a court of law; cannot have a Brady designation. The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace. Ability to safely operate police vehicles. Ability to use a computer and required software, to perform the essential functions of the position. Ability to learn specialized computer applications relevant to the position within one year of hire. Ability to meet State standards in the use of vehicles, firearms, and other weapons and equipment in stressful, emergency conditions. Ability to learn to use specific computer software necessary to perform the essential functions of the position in a timely manner. Ability to prioritize work, perform multiple tasks, coordinate with other law enforcement agencies, service agencies, and departments and cope with competing and changing priorities. Ability to be flexible, adaptable and creative. Ability to speak effectively in public. Ability to maintain confidentiality of information and protocols.

▪ **Physical Abilities**

The physical demands described here (including lifting, mobility, movement, manual dexterity) 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. In the performance of job duties, the employee is frequently required to sit, speak, and listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb, including stairs and ladders; balance; stoop, kneel, crouch, bend, reach, or crawl; smell; run short and moderate distances in foot pursuit; jump and dodge obstacles; lift and carry objects and people; drag and pull objects and people; push/pull heavy objects; use short and moderate duration force with subjects; use restraining devices; use restraining/control holds; and use hands/feet for self-defense. The employee may occasionally be required to engage in physically combative confrontations with resistant and possible violent individuals in order to subdue them. Manual dexterity and coordination are required during a majority of the work period. Dexterity is used while operating equipment such as cameras, calculators, vehicles, computers, laptops, firearms, alternative weapons, defensive tactics, etc.

▪ **Tools and Equipment Used**

In the performance of job duties, the employee may use the following tools and/or equipment: police vehicle, police radio; radar gun; handgun and other weapons as required; police baton; handcuffs; breathalyzer; telephone; cellular telephone; mobile data terminal; personal computer; copy and fax machines; first aid equipment; and, other equipment.

▪ **Education and Experience**

Bachelor's degree in Criminal Justice, Business Management or another related field. Related supervisory experience will be considered in lieu of education on the basis of two years' experience for one-year formal education; however, at least 60 semester credits/units or 90 quarter credits/units of documented college education from an accredited college or university is required within twenty-four months of appointment. Minimum ten (10) years law enforcement experience, hold an Advanced DPSST Certification, and must not be on probation. Military experience preferred.

▪ **Licenses and Certificates**

Requires a valid Oregon driver's license and driving record that meets the standards set by the City of Klamath Falls. Certification comparable to Department of Public Safety and Training (DPSST) Advanced level and Supervisory certification is required. CPR Certification. Satisfactory completion of DPSST Middle Management Course within twelve (12) months of appointment. Intoxilyzer certification within twelve (12) months of employment.

- **Working Conditions**

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. In the performance of the job duties, the employee will frequently work in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; and is exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate. Occasional travel, including local and regional meetings, trainings, and regular travel throughout the City. This position may regularly be required to work evenings and weekends.

- **Pre-Employment**

Job offers for this position are contingent on the individual successfully passing a written test, pre-employment drug screen, the Oregon Physical Agility Test (ORPAT), the Department of Public Safety and Training (DPSST), medical examination that includes vision and hearing tests, and a psychological examination. The applicant must successfully pass a comprehensive background investigation, including a criminal history check and obtain an Oregon State Police Criminal Justices Information Systems clearance.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.