

**CITY OF TOPPENISH**  
**Class Specification**

<b>Title:</b>	POLICE CAPTAIN	<b>Department:</b>	Police
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	Police Chief
		<b>Effective Date:</b>	August 18, 2017

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**General Summary**

Under the direction of the Police Chief plan, organize, direct, control and supervise the day-to-day activities and personnel of the Police Department through division/departments supervisors. Assure the protection of life and property. Direct Department operations including crime prevention and law enforcement. Ensure that proper and efficient law enforcement programs are carried out in accordance with approved and accepted law enforcement procedures and techniques. Ensure the training and evaluation of departmental personnel and the maintenance of all equipment and facilities. Prepare and/or approve Officer reports. May respond to calls for law enforcement services.

**Essential Functions/Major Responsibilities**

Oversee and directly supervise the Investigative/Operations Division.

Plan, organize, direct, control, supervise and evaluate day-to-day police activities and personnel.

Assign department personnel.

Evaluate, determine and provide departmental training.

Write and review police reports.

Respond to calls for service.

Establish and maintain effective working relationships with staff personnel, other agencies, news media, elected officials, and the general public.

**Secondary Functions**

Assist in the preparation and administration of the department budget.

Respond to, evaluate and resolve internal and citizen complaints.

Attend meetings and represent the Department as requested.

Recommend and/or institute changes in police policy and procedure.

Perform other related duties as assigned.

### **Job Scope**

Position encounters a wide diversity of work situations. Job involves a high degree of complexity or difficulty due to life threatening, nebulous, and/or quick response situations. Usually operates from established and well-known procedures but at times determines own practices/procedures and/or contributes to the development of new concepts. Operate independently with minimal supervision. Work is not normally checked or verified by others. Errors in work or judgment could cause injury or death to others, adversely affect property, cause monetary loss, or adversely affect the image of the city. Decisions are made within prescribed departmental operating guidelines and generally accepted law enforcement practices and/or state or federal laws. Position has partial budgetary preparation/compliance accountability for the operating budget.

### **Supervisory Responsibility**

Position has full supervisory responsibilities for all department personnel.

### **Interpersonal Contacts**

Contacts are normally made with others both inside and outside of city government. Close contacts are made with other city departments and the residents of the city. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Majority of contacts are made with city employees and are generally face-to-face or via telephone. Contacts are usually made on own initiative.

### **Specific Job Skills**

Ability to manage the day-to-day activities of a police department. Possess an expert knowledge of the workings of a law enforcement unit and all related procedures and equipment. Possess a thorough knowledge of accepted rules, regulations and procedures regarding emergency situations and medical procedures and techniques. Possess the ability to analyze a variety of complex situations and make quick logical decisions. Possess strong written and verbal communication skills. Ability to operate a variety of motor vehicles. Possess strong leadership and interpersonal skills, telephone etiquette, the use of discretion in all contacts and the capacity for mentoring and teamwork. Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment. Ability to read, speak, write and understand English. Physical activities require the ability to exert a high level of energy at times, the ability to walk, run, stand, bend, reach, sit, stoop, kneel, feel, handle, grasp and to keyboard. Also possess the physical abilities to talk, see and hear.

### **Education and/or Experience**

Preferred candidates will have two (1) two years of college, equivalent to an Associate's Degree in Police Science or related field and a minimum of six years of continuous experience as a sworn law enforcement officer including two years in Police supervision; or (2) eight years of continuous sworn law enforcement experience with two years of supervisory experience; or (3) fifteen continuous years of sworn law enforcement experience with a combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job. Possess a valid driver's license.

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**Job Conditions**

Job conditions maybe potentially life threatening. Ability to lift and/or carry up to twenty pounds. Job may require substantial overtime, evening meetings or duty, and to be in an “on-call” status. At times, works alone.

APPROVED:

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Lance Hoyt, City Manager