Police Captain

Bargaining Unit: Non Represented

Class Code: 475

CITY OF OAK HARBOR
Established Date: Feb 12, 2022
Revision Date: Feb 12, 2022

SALARY RANGE
$53.55 - $71.22 Hourly
$9,282.00 - $12,344.00 Monthly

DESCRIPTION:

Job Summary:

The Police Captain functions in a role consistent with that of an assistant police chief and is responsible for leadership and supervision of investigations, evidence, records, jail, community services, special operations, drug enforcement, and police emergency services in accordance with the mission, goals and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state and local laws.

ESSENTIAL JOB FUNCTIONS:

1. Plan and manage, with the Police Chief, the department's patrol, investigations and administrative divisions.
2. Direct and lead major crimes/investigations, and respond and oversee emergency situations.
3. Responds to citizen concerns, complaints and issues. Determines and recommends appropriate resolutions to maintain positive community/customer relations.
4. Review incoming complaint reports and completed reports. Manage internal investigations, assign investigators to internal investigations, and enforce and interpret Department policies. Recommend disciplinary action.
5. Review standard operating procedures for applicability, propose new policies and/or modifications, and ensure that supervisors are aware of policy changes.
6. Manage budget requests, and monitor efficient use of budget and resources.
7. Represent the City by maintaining a professional approach and demeanor in all activities.
8. Assist the Chief in assessment and planning for the department's response to major emergencies or incidents.
9. Represent the Chief of Police: attend meetings, speak to public; supervise and direct activity in the absence of the Chief. Also plan response to pending events; participate in planning activities with other organizations.
10. Respond by radio or pager to command duty. Review and answer e-mail.
11. Supervise the activities of assigned professionals, including technical and clerical employees; ensure optimum employee levels, anticipate schedule problems and adjustments, plan and schedule work of subordinates to control and minimize labor overtime and expenses.
12. Attend meetings, seminars, schools and/or training sessions to keep abreast of modern law enforcement service training and techniques.
13. Establish and maintain effective and cooperative working relationships with City staff, City officials, contractors, developers, other professionals, government agencies and the general public using good judgment, tact and courtesy, sometimes in stressful situations.

14. Coordinate and assist in public relations with Citizen Advisory Board, Technical Advisory Committee, ICOM and other committees.

15. Analyzes and evaluates data, prepares reports and correspondence on department activity and performance and ensures compliance with laws, ordinances and codes. Takes corrective action to improve operational effectiveness.

16. Participates in the employment and recruitment process.

17. Exercise continuous leadership to focus operations efforts on priorities. Assigns, trains, supervises, and evaluates work of staff and ensures direct reports do the same. Promote staff and team development and high performance by assuring regular, effective and consistent feedback. Recognize work excellence and build effective teams.

18. Determine training and development needs. Ensures training programs meet established standards. Ensures performance evaluations are conducted as required. Initiates, documents and implements disciplinary actions as approved by Human Resources.

19. Foster a positive and productive work environment. Take corrective action as needed.

20. Ensures compliance with personnel policies and the collective bargaining agreement.

**Associated Job Functions:**
1. Perform other duties and responsibilities as assigned.
2. The position may assume the responsibilities of Chief of Police in his/her absence, as assigned by the Chief or Mayor.

**QUALIFICATIONS & REQUIREMENTS:**

**Performance Requirements:**
- Knowledge of the theory, principles and practices of delivering police services.
- Knowledge of modern and complex principles and practices of program development and administration.
- Knowledge of federal, state and local laws as well as, court rulings.
- Ability to supervise the activities of professional, technical and clerical employees in a manner conducive to effective and efficient work performance and positive morale.
- Good communication skills both orally and in writing and the ability to make presentations to a variety of groups and organizations. Read, write and speak the English language at a level necessary for efficient job performance.
- Ability to identify and solve complex issues and problems.
- Ability to act quickly and calmly in emergencies as well as, the ability to render prudent and logical decisions.
- Ability to make decisions affecting the quality and quantity of police services.
- Ability to use a personal computer with associated software, standard office equipment, cellular telephone, 2-way radio, pager, firearms, department vehicles, and standard law enforcement officer equipment.
- Ability to use tact, discretion, respect, persuasion, diplomacy and courtesy to gain cooperation of others and establish and maintain effective teams and professional relationships and rapport with elected officials, management, employees, representatives of other entities and the public.
- Ability to be mentally alert at all times and apply sound judgment, analytical and creative problem solving skills to make reasoned, timely and consistent decisions. Facilitate effective conflict resolution.
- Ability to work independently and cooperatively as a member of a team.
Experience and Training Requirements:

- Associate of Arts or Associate of Technical Arts degree in law enforcement, criminal justice or related field.
- Bachelor's degree in Law Enforcement, Criminal Justice or related field is preferred.
- Continuing education in management including successful completion of courses, such as; Law Enforcement Command College or the FBI Law Enforcement Executive Development Association (LEEDA), is preferred.
- Must have ten (10) years of progressively responsible current work experience in law enforcement, including supervision, management, and division administration, with five (5) of those years of continuous service at the rank of Police Sergeant or above.
- Previous experience in a command position of Lieutenant or above is preferred for external candidates.
- Candidates completing out-of-state certification must attend and successfully complete the Washington State Academy through the Basic Equivalency Program by first available course and no later than the first nine (9) months after employment.
- Valid Washington State Driver's License, or the ability to obtain one within thirty (30) days.
- Must pass background investigation, which includes screening of criminal history, prior sexual offenses, and driving record.
- Conditional employment offer will include medical exam with drug screen, polygraph, and psychological evaluation for aptitude to work in law enforcement.
- Must be a US Citizen?

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

WORKING ENVIRONMENT & PHYSICAL DEMANDS:

Majority of work is performed indoors in an office environment; however, some work is performed out-of-doors in all types of weather. Physical fitness standards of the department must be maintained due to the nature of the job and the potential for damage to health, life, and property. Duties require manual dexterity, visual acuity, eye-hand coordination and the ability to lift and move items in excess of 50 pounds as well as occasional work in high places. Work shift is typically during business hours and days, but varying shifts and holidays may be required as well as being subject to call 24-hours per day. Some attendance at evening meetings is required.