

ORGANIZATION: City of Sherwood
LOCATION: Sherwood, Oregon
DEPARTMENT: Police
FLSA STATUS: Exempt
JOB TITLE: Captain – Pay Group G

DATE: 2010

PURPOSE OF POSITION:

Assists in the administration of the Sherwood Police Department, using leadership skills that promote best practices for the protection of property; the safety of citizens; and quality of life, for residents and visitors. Provides leadership of subordinate supervisors and commands adherence to proper police procedure, professional and ethical standards, personnel rules, applicable labor law, (including FMLA, OFLA, ADA) and the collective bargaining agreement. Assists in the preparation of the Department budget and administers the budget through the prudent allocation of resources. Responds to grievances and participates in the collective bargaining process.

ESSENTIAL JOB FUNCTIONS:

As Division Commander, provides for the effective delivery of Department services through the daily supervision of sergeants that are managing patrol operations, criminal investigation, and code enforcement; assuring enforcement is conducted in conformance with applicable law, policy, and community expectations. Considers non-enforcement based strategies, utilizing other city, governmental, or civic organization resources, or combined enforcement and non-enforcement strategies, when more appropriate in meeting community goals.

Develops the leadership potential of subordinate supervisors through training, mentoring, evaluation, and collaboration. Fosters supervisory commitment to personal and organizational accountability for ethical values and performance standards.

Assists subordinate supervisors with the appropriate administration of the collective bargaining agreement and resolution of disciplinary matters.

Monitors the development of all line staff and ensures competency through training, evaluation and discipline. Establishes proper organization discipline through the communication of clear expectations and fair enforcement of discipline standards.

Promotes team building and subject expertise by the selection of candidates for training and award based on merit.

Assists in the budget preparation process through the identification of budgetary needs and compilation of the budget documents. Administers the budget through the prudent allocation of resources and expenditure of funds.

Participates in the collective bargaining process and contract grievance process, as a management representative, or witness, as directed.

Maintains a cooperative and professional working relationship with City staff, other organizations and the general public.

Serves as Acting Chief of Police in the absence of the Chief.

AUXILIARY JOB FUNCTIONS:

Assumes command of incidents requiring a modified Incident Command structure, including events attracting unusual public interest or those requiring the deployment of significant resources.

Serves as the Public Information Officer as directed. Prepares and disseminates media information including articles for local newspapers and newsletters.

Conducts other operational or administrative responsibilities as assigned by the Police Chief or designee.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of police practices and procedures, investigative methods and techniques, use of informants, proper methods of securing, handling and preserving evidence, court proceedings, federal, state and local laws, firearm use and safety precautions. Equivalent to high school graduation plus additional specialized training equal to two years of college in police science, law enforcement, criminal justice or related field and over five years experience as a sworn officer, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties and at least two years of full time supervisory experience.

SPECIAL REQUIREMENTS / LICENSES: Possession of DPSST Supervisory Certificate and LEDS certificate, valid driver's license without record of suspension or revocation and CPR / First Aid card.

DESIRABLE REQUIREMENTS: Knowledge of the community and surrounding areas. Knowledge of federal and state employment law. Possession of DPSST Management Certificate.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may be required to move adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment, such as, computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS:

Work locations are in all types of indoor and outdoor environments with approximately 80% of the work period in an office environment. Works with individuals in formal and informal proceedings, requiring effective verbal and written communications. Contact with individuals who may become violent, combative, under the influence of drugs / alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit / stand for extended periods while performing various duties. Position is subject to 24 hour emergency call-back. Must be available during all hours, including weekend work requirements.

SUPERVISORY RESPONSIBILITIES:

Direct supervision of up to four sergeants and indirect supervision of 18 line staff.

SUPERVISION RECEIVED: Works under the direction of the Police Chief.