

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Police Captain*
Department: *Police*
Reports to: *Police Chief*
Status: *Exempt /Non-union*

Job Summary:

The Police Captain functions as the 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. The position assumes responsibilities of Chief of Police in his/her absence.

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. Make contact with citizens who come into the office.
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. Assist the Chief in assessment and planning for the department's response to major emergencies or incidents.
8. 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
9. Respond by radio or pager to command duty. Review and answer e-mail.
10. Participate in Police contract negotiations and monitor labor agreement.
11. Supervise the activities of assigned professional, including technical and clerical employees; anticipate schedule problems and adjustments, plan and schedule work of subordinates.
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.

Associated Job Functions:

1. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- 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.

Working Environment and 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.

Experience and Training Requirements:

- Associate of Arts or Associate of Technical Arts degree in law enforcement, criminal justice or related field, **and**
- Ten (10) years of progressively responsible work experience in law enforcement, with one (1) year in previous grade prior to promotion, including supervision, management, and division administration.
- Bachelor's degree in Law Enforcement, Criminal Justice or related field is preferred.
- Valid Washington State Driver's License, or the ability to obtain one within thirty-days (30), and a good driving record.
- Must pass background investigation, which includes polygraph, screening of criminal history, prior sexual offenses, recent drug use, and driving record.
- Conditional employment offer will include medical exam with drug screen, and psychological evaluation.

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

Established: 9/94
Revised: NWM/HR 1/04, HR 8/11, HR 11/12, HR 12/14

FLSA: Exempt
Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.