



City of McMinnville Police Captain

SALARY	\$45.06 - \$67.59 Hourly \$93,720.00 - \$140,592.00 Annually	LOCATION	McMinnville, OR
JOB TYPE	Full-Time	JOB NUMBER	FY2025-00184
DEPARTMENT	Police	OPENING DATE	05/15/2025
CLOSING DATE	Continuous		

Position Summary

The City of McMinnville is in search of a new Police Captain. This position will plan, manage, and direct the day-to-day administrative and operational activities of either the Field Operations Division or the Investigation and Support Division as a member of the Command Staff. Work involves assisting the Chief of Police on major departmental personnel, facilities, and operations projects and developing programs, policies, and implementing procedures. The Captain participates in the development in the initial budget for the police department and is responsible for administering the approved budget for the division under their control.

About Our City and Community: We have a supportive Mayor, City Council, City Manager, staff, and community. Our Council-Manager form of government ensures we deliver on the City Council's priorities with best practices in city management. McMinnville is a full-service city with approximately 325 employees providing a broad range of public services including police; municipal court; wastewater treatment; street maintenance; engineering and planning; building permitting and inspection; parks, recreational and cultural activities; a library, and a municipal airport. McMinnville is an easy-going, forward thinking city nestled in the heart of Oregon's Willamette Valley. The American Planning Association has recognized our historic downtown as one of its prestigious Great Streets in America. McMinnville's central location means our nearly 35,000 residents aren't far from the scenic Oregon Coast, our State Capitol, the "Big City" of Portland, or the slopes of Mt. Hood. Home to world-class pinot noir and other varietals, McMinnville attracts winemakers and food and wine tourists from around the globe. Whether it's a glass of wine or a cup of coffee on our beloved Third Street or a bike ride through the Willamette Valley, there is always something fun to do in McMinnville.

There is an abundance of opportunities for families of all types in McMinnville. Our school district boasts a high school graduation rate of over 90%, and there are plenty of opportunities for higher education at Chemeketa Community College or Linfield University, one of the nation's most respected small universities. Childcare is available at a variety of privately managed daycare and preschool centers throughout the area. Our city also offers plenty of senior services through Yamhill County, NorthWest Senior & Disability Services, and our own McMinnville Senior Center.

To learn more about where we're going, check out our strategic plan, [Mac-town 2032](#) ([Download PDF reader](#)).

This position will remain open until filled. For full consideration, please submit applications by June 24th.

Essential Job Functions

ESSENTIAL JOB FUNCTIONS:

Department Administration

1. Manage departmental administrative and operational activities to ensure compliance with various Federal and State laws and regulations, City ordinances, and departmental rules and regulations.
2. Consult with the Chief of Police in the formulation of major administrative policies and program development; and provide management reports related to assigned division.
3. Participate in public relations programs, which may include speaking with citizen and community groups.
4. Meet with citizens in response to inquiries, complaints, and requests.
5. Maintain communications with media representatives regarding reports of Police Department activities.
6. Investigate and supervise the investigation of complaints and allegations of department employee misconduct.
7. Investigate and respond to grievances files; provides findings of fact and recommendations to the Chief of Police and other appropriate parties for departmental or City action.
8. Act as a contract administrator and prepare and/or reviews requests for proposals.
9. Perform various police duties necessary to enforce Federal and State laws, and City ordinances.
10. Provide support to officers involved in tactical operations.

Supervision

1. Manages, coordinates, and supervises the work of direct reports.
2. Responsible for hiring, disciplinary, and termination actions, in consultation with the Police Chief.
3. Establishes department goals, priorities, and metrics in alignment with the city's goals and objectives.
4. Establishes individual performance expectations and objectives for direct reports.
5. Selects, supports, and motivates staff.
6. Provides and coordinates staff training and supports professional development goals.
7. Oversees workplace safety programs and policies.
8. Conducts performance review meetings and produces written performance evaluation documents.
9. Provides coaching for performance improvement and takes appropriate disciplinary action, up to and including termination, to address performance deficiencies.

GENERAL JOB FUNCTIONS:

- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Perform other duties as assigned within the scope of the classification.
- Participate in committees when requested.
- Maintain proficiency in job requirements which may include attending training and meetings, reading materials, and meeting with others in areas of responsibility, which may require travel.
- Maintain work areas in a clean and orderly manner.
- Maintain confidentiality, data integrity, and comply with all related city, state, and federal standards related to confidentiality.

Qualifications

REQUIRED QUALIFICATIONS:

Any equivalent combination of education and experience which provide the knowledge, skills, and abilities required to perform the duties as described. A typical way to qualify would be an advanced degree in a related field and at least five (5) years of experience as a police officer, and three (3) years of experience as a supervisor. This position also requires:

Knowledge of:

- Federal, state, and city laws and ordinances related to criminal justice and law enforcement.
- Police methods, practices, and procedures, including investigative techniques.
- Police administration, organization, and operations.
- Firearm use and safety precautions.
- Principles of police supervision.
- Advanced knowledge of community resources.

- Public budgeting and program management.
- Emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code, and procedures affecting driving.
- Use of force laws and procedures, and defensive tactics methods and techniques.
- Police officer safety techniques and practices.

Skill and Ability to:

- Analyze complex management issues, including researching, and preparing management reports.
- Write and develop policies and procedures.
- Communicate (orally and written) with the public, members of outside agencies and employees, including making presentations and facilitating communication exchanges with the public and citizen committees.
- Make decisions necessary to safeguard life and property under stressful conditions.
- Exemplify traits that reflect the City's culture, including integrity, customer service orientation, cultural competency, trustworthiness, flexibility and a willingness to change.

SPECIAL REQUIREMENTS OR LICENSES:

- Driver's license valid in the State of Oregon with an acceptable driving record.
- DPSST Supervisory Certificate

PREFERRED CERTIFICATIONS/LICENSES/TRAINING:

- DPSST Management certificate
- CPR/First Aid Certification

Supplemental Information

WORKING CONDITIONS:

This position is designated as an essential employee role, requiring the individual to be available and responsive during regular working hours as well as in the event of unexpected situations, emergencies, or critical operational needs. This may include working outside of regular hours, including weekends or holidays, based on business needs.

The position requires some (40-60%) ability to use dexterity and fine motor skills. Continuous (81% of the time) use of office equipment. The position requires minimal (5-20%) physical effort such as lifting, carrying, or movement, etc. Movements required to complete work are not difficult, and only require some degree of agility and hand eye coordination. The work environment is protected with only some occasional hazards or obstacles (20-40%). There is a moderately low level of personal risk or hazard. Job conditions are occasionally uncomfortable, with moderate (20-40%) issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, inside/outside work, dirty conditions, exposure to contagious disease, etc. Position may have some responsibility for driving.

SUPERVISORY RESPONSIBILITIES:

Responsible for the direct supervision of approximately 2-4 FTE employees.

SUPERVISION RECEIVED:

Works under the general direction of the Police Chief.

ADDITIONAL REQUIREMENTS:

- Required documents must be provided at the time of application. Please remove any personal information such as photographs, date of birth, gender, social security number, and other protected information from your documents. Documents containing protected information will be considered incomplete. Incomplete applications will not be considered.

- Finalists for this position will be subject to a computerized criminal history check, driving record check (if driving is required for position), and education/certification verification. Adverse background information will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- The City of McMinnville does not offer visa sponsorship. Within three days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.
- Positions are subject to budget consideration and approval. For the candidate who is hired into this position, salary placement will be based on guidelines in the handbook or association agreement (as applicable) to assess education and experience. For this reason, please be sure to include everything in your application that you want considered towards placement.

The City of McMinnville only accepts applications through our online application system at <https://www.governmentjobs.com/careers/Mcminnville>. We want you to be successful in applying with us. We highly encourage you to complete and submit your application in advance of the deadline. For technical assistance, please call (855) 524-5627.

The City of McMinnville is an equal opportunity employer.

Applicants with disabilities who need a reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact [Vicki Hedges, Human Resources Manager](#).

The City of McMinnville is proud to hire veterans.

Applicants are eligible to use Veteran's Preference in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Military personnel who expect to be honorably discharged from the military within 120 days of certifying veteran status on this job application, may also request preference. Preference will only be given if the applicant meets the minimum qualifications and any special qualifications for the position and they electronically attach the required documentation at the time of application.

DOCUMENTS REQUIRED:

- **MEMBER COPY 4 of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) – OR – Letter from the US Dept. of Veterans Affairs indicating a non-service connected pension. If you need to request a copy of your DD-214, [click here](#).**
- **Disabled Veterans must also submit a copy of their Veterans disability preference letter from the Department of Veterans Affairs.**

For information regarding Veteran's Preference qualifications, visit the following website: <https://www.oregon.gov/boli/workers/Pages/veterans-preference.aspx>

The City of McMinnville prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at the City of McMinnville are based on business needs, job requirements, and individual qualifications, without regard to race, color, age, religion or belief, gender, sexual orientation, ability, family or parental status, or any other status protected by state and federal law. We do not tolerate discrimination or harassment based on any of these characteristics.

The City of McMinnville is dedicated to fostering a fair and inclusive environment in all aspects of our employment practices, including recruitment, hiring, retention, promotion, and training. We are also committed to supporting leadership development in the broader McMinnville community and working toward a welcoming and respectful atmosphere for everyone. We encourage candidates who align with these principles to join us in contributing to a stronger and more unified McMinnville.

Employer

City of McMinnville

Department

Police

Address

121 SW Adams St

McMinnville, Oregon, 97128

Website

<https://www.mcminnvilleoregon.gov/police>

Police Captain Supplemental Questionnaire

***QUESTION 1**

What do you perceive as being the role of a police captain and how would you ensure a team environment exists within your division and with other areas of the police department?

***QUESTION 2**

Over the past five years, what were your three major achievements that best relate to your ability to lead? Please indicate the year of each one cited, and its impact on effective service delivery.

***QUESTION 3**

What are your expectations for the officers and supervisors working with you? How do you perceive their roles and working relationships with you?

***QUESTION 4**

How can good customer service be made a key characteristic of a law enforcement agency that also has a strict regulatory role? Cite some examples of customer service that you have successfully initiated, implemented, or have been a part of.

* Required Question