



City of Cottage Grove
Job Description
POLICE CAPTAIN

Department: Police	FLSA: Exempt
Reports to: Police Chief	Representation: Non-Represented
Pay Range: Range 31	Date Adopted: February 2025

GENERAL POSITION SUMMARY: The Police Captain manages daily operations; including patrol, dispatch, major case investigations, and records/evidence management. In the Chief's absence, the Captain acts as Police Chief and undertakes additional assigned duties. This professional position represents top management within the department.

DUTIES AND RESPONSIBILITIES: (Illustrative only. An employee in this class may perform any or all duties listed. These examples do not, however, include all tasks which the employee may be expected to perform within this class).

ESSENTIAL FUNCTIONS:

1. Administers, coordinates, and supervises Patrol, Investigations, Dispatch, and Records/Evidence staff:
 - Prioritizes and delegates job duties.
 - Creates/coordinates schedules and ensures adequate shift coverage.
 - Evaluates performance (counsels, coaches, documents).
 - Interprets and enforces policies and procedures.
 - Coordinates training and development.
 - Approves timesheets (semi-monthly) and time off requests.
 - Conducts internal affairs investigations and makes recommendations for discipline.
2. Responds to and coordinates major case investigations, assumes command and supervises critical incidents; including emergency or critical situations, responds to major crime and accident scenes, supervises and participates in investigations, and personally conducts highly complex or sensitive investigations.
3. Evaluates operations and activities of assigned responsibilities, recommending and implementing improvements and enhancements. Oversees and/or prepares various reports on operations and activities.
4. Coordinates with law enforcement and public safety agencies at various levels while fostering community partnerships by attending events and engaging with community organizations.
5. Reviews, corrects, and participates in the preparation of police reports and records.

6. Conducts routine patrols and responds to calls-for-service as needed to support the operations and staff. This includes the expectation of field response to ensure immediate and effective support.
7. Maintains appropriate records and files.
8. Assumes the duties of Chief of Police in their absence.

IMPORTANT FUNCTIONS:

1. Prepares budget recommendations; develops, recommends, and implements policies, procedures, and programs to improve the effectiveness and efficiency of the police department.
2. Participates on interview panels for the hiring and promotion of department employees; makes hiring and promotional recommendations.
3. Performs public speaking activities as it relates to public inquiries regarding law, public safety, and other related matters or departmental programs.
4. Serves as Public Information Officer as needed and assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

Sitting, Standing, Walking, Running:

- Balance on narrow/elevated surfaces.
- Run on various surfaces, assist another officer, chase fleeing persons.
- Stand, sit, walk continuously or for extended periods.
- Navigate stairs and irregular/hazardous surfaces.

Crawling, Climbing, Over/Under Obstacles:

- Climb railings, vertical obstacles, ladders.
- Crawl under/through obstacles and confined areas.
- Pull oneself up to see over obstacles.

Lifting, Carrying, Pushing:

- Carry/drag objects or persons (assisted/unassisted).
- Lift objects from ground to overhead and from elevated surfaces.
- Push/pull resisting/unresisting persons and objects.

Jumping, Vaulting:

- Jump over depressions, hazards, barriers, and from elevated surfaces.

Struggle, Fight, Defend:

- Defend oneself, subdue fleeing or resisting persons.
- Use firearms and defense tools in physical confrontations.
- Participate in defensive tactics training.

Combined Physical Activities:

- Engage in physical altercations, area searches, and threat assessments.
- Drive agency vehicle in various conditions.
- Multi-task while operating a patrol car.
- Maintain visual contact in pursuits and use breaching tools.

Psychological Elements with Physical Effects:

- Cope with exposure to hazardous substances, emotional stress, and traumatic events.
- Maintain hypervigilance and function under physical and emotional stress.

General Physical Activities:

- Balance, bend, kneel, and reach during search activities.
- Endure high-demand physical exertion.
- Transition between sitting and standing, use computer equipment.

Sensory Acuity, Discrimination:

- Detect and identify visual, auditory, and olfactory signals in varying conditions.
- Maintain depth perception and image placement for complex tasks.

JOB SPECIFICATIONS:

Education & Experience:

- Five years of progressively responsible experience in law enforcement to include a minimum of two (2) years of formal supervisory experience (Sergeant or higher rank).
- Any combination of education and experience that demonstrates the ability to perform the essential functions of the job.

Special Requirements and Certifications:

- Possess and maintain a valid Oregon Driver's License, maintaining a safe driving record.
- Must possess Department of Public Safety Standards and Training (DPSST) Supervisory certification to be considered.
- Must obtain DPSST Management certification within two years of appointment to the position.
- Must pass a comprehensive background investigation including inquiries of criminal history, driving record, credit history, and other personal information.
- Must pass a general medical screening and hearing, vision, and psychological examinations.

Knowledge, Skills and Abilities:

Knowledge of:

- Police practices and procedures including federal, state, and local laws, investigative methods and techniques, survival skills and safety precautions, and principles of supervision and personnel practices.
- Modern administrative, management, budgeting and operating principles.
- Modern law enforcement, crime prevention and problem solving techniques.
- Pertinent federal, state and municipal laws and ordinances.
- Criminal law, laws of arrest and the powers and limitations of peace officers.

Skill in:

- Strong leadership skills to guide and motivate personnel.
- Conflict management and resolution.
- Disseminating information to the public and staff.
- Communicating both verbally and in writing.
- Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
- Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.

- Developing and implementing recommendations regarding work procedures and cost effective services.
- Providing outstanding customer satisfaction (internally and externally).
- Use of Microsoft Office and applicable specialized law enforcement software.

Ability to:

- Perform standard law enforcement officer duties.
- Assign and direct a large group of sworn, technical and clerical personnel.
- Evaluate requests for police aid and to make rapid and accurate decisions.
- Conduct studies and investigations.
- Effectively and professionally interact with a socially, culturally, and racially diverse population.
- Prepare reports and make recommendations.
- Assume responsibility in times of emergency.
- Establish and maintain effective working and public relationships.
- Work safely and report safety hazards/concerns.
- Maintain confidentiality of materials.
- Perform the essential functions of the job.
- Perform other duties as assigned by management.

Supervisory Duties: The Police Captain provides direct supervision to the Police Sergeants and indirect supervision to Police Officers, Records Coordinator, Evidence Coordinator, Dispatchers, and volunteers.

Supervision Received: Work is performed under the general supervision of the Police Chief who reviews work primarily on the basis of results attained, demonstrated leadership, relationships with staff, compliance with department policy, practice of acceptable procedures, and adherence to local, state, and federal law.

Confidential Information: A Police Captain will have access to a variety of confidential records, and must have the professional integrity to keep such information strictly confidential.