

**POLICE CAPTAIN**

FLSA Status: Exempt  
Union Representation: Portland Police Commanding Officers Association (PPCOA)

**Class Summary:**

This is a police command classification. Employees occupying positions of this class are responsible for serving as the commanding officer of a service branch division within the Police Bureau. Service Divisions exist to support the work of the primary core operational and investigative divisions. Work involves planning, organizing, staffing, directing, and controlling work of assigned units to accomplish immediate supporting objectives as well as to reach long-range community policing goals. Duties include preparing and revising plans, which have significant affect on Bureau policies and strategies. Work is performed independently within bureau policies but involves interpretation of policies under limited direction of a supervisor.

This level is distinguished from the Police Lieutenant by the greater complexity and scope of support operations directed and the responsibility for long-range planning. Through appointment by the Police Chief, employees of this class may serve in special assignments as a Assistant Police Chief or Police Commander. In all assignments, work is reviewed through conferences and reports for effectiveness of area administered.

In addition to the above, Captains may also be assigned to precincts to augment the day-to-day work of Precinct Commanders as well as serving as acting Commanders in their absence.

**Examples of Work:**

Plans and develops program objectives, operational goals; implements and adjusts, if necessary, to meet changing conditions.

Meets and deals with officials and citizens on program administration matters; serves as a member of law enforcement committees, boards, and ad hoc groups.

Reviews budget proposals and justifications to insure correct priorities and effectiveness.

Plans, coordinates, directs, controls, evaluates, and reports on assigned responsibilities; identifies problems and prepares recommendations for resolution.

Supervises professional, technical, clerical personnel, and subordinate supervisors and administrators; evaluates force strength to assign, reassign, or request personnel and equipment to meet priorities; meets with labor organizations to resolve grievances; recommends and administers approved discipline.

Not all the work performed is specifically described. Not all tasks are done at all work locations.

**Knowledge, Skills and Abilities: (At time of appointment)**

Considerable knowledge of modern procedures, practices, and methods of police administration, criminal investigation, identification, and preparation and presentation of cases in court.

Considerable knowledge of the rules and regulations of the Police Bureau, as well as Pertinent federal, state and city laws, statutes, and ordinances.

Knowledge of management principles and practices.

Ability to apply knowledge of management principles and practices, including personnel and financial management in a complex situation.

Ability to establish goals and objectives, develop comprehensive plans, and adjust operations within delegated authority

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, public and private officials, and the general public.

Skill in operating assigned equipment skillfully, safely, and in conformance with applicable laws or regulations.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license and acceptable driving record.

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**Class History:**

Adopted:

Revised: 07-20-76

Revised: 08-31-06 Updated specification and defined differences between this classification and the premium pay assignment of Police Commander.

Revised: 05-22-09 Updated specification to include Police Capt as the second in command to a Precinct Commander (organizational change resulting from reducing the number of precincts).

June 2009 - Change Job Class number from 5138 to 30000300, due to system change.

Revised: 07-21-11 Updated specification to clarify distinction between this classification and the premium pay assignment of Police Commander.