

City of Portland

**CLASS SPECIFICATION**

**POLICE CAPTAIN**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to a Police Commander, Assistant Police Chief, or the Police Chief. Under minimal direction, plans, organizes, leads, and evaluates the activities and personnel of a police precinct or division in the Portland Police Bureau (PPB).

Responsibilities include: acting as commanding officer of assigned precinct or division; leading the planning, organizing, directing, and evaluating the precinct or division and its specific programs, functions, and activities; ensuring implementation of the goals and mission of the precinct or division; providing staff with leadership, direction, and support; managing, reviewing, and approving vendor and professional contracts; managing subordinate supervisors. Responsibilities are broad in scope, allow for a moderate degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Police Captain is the highest classification below the executive-level management in the PPB's structure.

Police Captain is distinguished from Police Lieutenant in that the former is responsible for determining division objectives within the scope of the Bureau's mission and directing Police Lieutenants.

Police Captain is distinguished from Police Commander in that the latter is responsible for overseeing the core operational responsibilities within a division or precinct, supervising Police Captains, and directing, implementing, and developing programs and policies throughout the organizational unit.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties, as assigned.

General Duties:

1. Lead the precinct or division in carrying out the vision, mission, and objectives for the PPB, including assisting in the development of goals, strategies, policies, and initiatives; provide financial management; administer policies, procedures, and programs.
2. Represent the PPB at public meetings and in conducting community outreach; provide staff assistance to City Council; serve as a member of law enforcement committees, boards, and other groups and associations; respond to sensitive citizen and media questions, feedback, and requests for information.
3. Prepare strategic and tactical work plans; collaborate with PPB executive management in developing, implementing, improving, monitoring, and evaluating programs, projects, workflow, methods, and work products in accordance with plans, budgets, and policies; perform various specialized financial, revenue, budgetary, and management studies and analyses.
4. Perform and review budget proposal development and administration; forecast resources needed for staffing, equipment, materials, and supplies.

5. Implement performance requirements and personal development targets for staff; provide technical requirements and descriptions of the work to be accomplished; plan staff work schedules and deadlines; monitor performance and provide coaching for performance improvement and development; evaluate performance and complete annual performance reviews.
6. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
7. Review and analyze relevant statutes, regulations, ordinances, and policies in terms of impact on the precinct or division, and to ensure compliance.
8. Accept, review, and investigate issues with relevant policies, including participating in, overseeing, and approving policy updates and changes.
9. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
10. Assist in the development and implementation of applicable standards, changes to code, and policy and regulations related to the precinct or division.
11. Act as media liaison, including fielding inquiries, being interviewed, or speaking at press conferences; speak at community events and City Council meetings, and hold meetings with stakeholders.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction by a Police Commander, Assistant Police Chief, or the Police Chief.

Directly supervises a minimum of one (1) Police Lieutenant or equivalent position. Indirectly supervises staff assigned to subordinate Police Lieutenants, Sergeants, and other staff.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of leadership, strategic planning, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the PPB.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of modern methods, techniques, and theories used in community policing and patrol, investigations and special operations, criminal justice, and crime prevention; emergency response services; related public outreach.
4. Knowledge of relevant statutes, regulations, and ordinances, and the ability to correctly analyze, interpret, explain, and apply them.
5. Ability to manage functions and operations including personnel management, budget administration, and apply program practices to diverse and complex police management services.
6. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
8. Ability to analyze and make recommendations in complex situations, including active shooter, mass casualty events, and other emergency settings.
9. Ability to manage a diverse staff of technical, professional, sworn, and non-sworn police-service personnel.

10. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
11. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to utilize City-specific technology and general office software.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree in law enforcement, criminal justice, business or public administration, economics, or field related to precinct or division activities and goals;

AND

**Experience:** Three (3) years of progressively responsible public safety or police management experience, at the level of Lieutenant or its equivalent, including one (1) year of leadership experience in a complex and diverse police service organization.

**Special Requirements and/or Qualifications:**

A valid state driver's license.

Certification as a police officer by the state of Oregon.

**Preferred Qualifications:**

None.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: