



## **Captain**

**Class code:** 01040

**Employee Group:** Management/Confidential

**FLSA:** Exempt

**Salary Band:** 16

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### **I. Position Summary**

Plans, organizes, administers, controls, coordinates and manages the on-going operation of multiple operational areas. Initiates and implements strategic and management activities to maintain varied and complex programs, manages and administers funds, directs a comprehensive program of needs assessment, evaluation and analysis, and provides community and regional leadership and support. Serves as the Sheriff in the absence of the Sheriff and Undersheriff. Performs the duties of a sworn police officer as defined by Oregon Revised Statutes.

### **II. Supervision Exercised**

Acts as a supervisor to various classifications.

### **III. Examples of Essential Position Duties**

- Assumes operational command of a bureau of two or more divisions.
- May act in the capacity of Acting Sheriff in the case that both the Sheriff and Undersheriff are unavailable.
- Manages the operations of the assigned bureau including short- and long- range planning, facilities management, information development and all other aspect of the area of responsibility.
- Effectively manages and administers the full scope of personnel issues, including the supervision of sworn and non-sworn staff and administration of labor agreements.
- Prepares, manages and controls budget for a wide-range of operations.
- Manages, evaluates and plans bureau operations and effectiveness; assesses operational needs including immediate and long-term needs for staffing, fleet and other operational resources.
- Develops, makes recommendations for, and implements policies, goals and objectives in a manner to accomplish the department mission and values.
- Directs and conducts major incident reviews and investigations.
- Understands and executes incident command as required.
- Frequently represents the Sheriff on matters being presented before County departments, public service agencies, community groups and the general public; responds to requests for information from the public and other law enforcement agencies.
- Establishes and maintains effective working relationships with County and/or contract city officials, employees and the general public.
- Assists in emergency situations; maintains physical ability to affect a forcible arrest and deal with physical confrontations and combative situations.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

**IV. Knowledge, Skills and Abilities**

- Knowledge of modern police methods and procedures and rules and regulations of the Sheriff's Office.
- Knowledge of principles and practices of public administration, management, organization, supervision, labor relations, personnel practices, controlling laws, ordinances, crime and accident investigation, interrogation techniques, preservation of physical evidence, techniques of crime prevention, criminal identification, of the behavior of criminals and causes underlying criminality, and community policing principles and practices.
- Knowledge of methods and procedures involved in purchasing, accounting control, budget development, justification and control.
- Skill in interpersonal communications; written and verbal communications and presentations; and team building, leadership and motivations.
- Skill in using independent judgment decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Skill in use of required equipment.
- Skill in facilitating appropriate citizen and business community involvement in public safety matters.
- Ability to represent the Sheriff's Office in the community and with political leaders in a manner that is consistent with the Sheriff's Office mission and values.
- Ability to develop and implement administrative standards and procedures and evaluate their efficiency and effectiveness.
- Ability to analyze situations quickly and objectively and determine a proper course of action, including emergency situations; use independent judgment and make appropriate decisions in the assessment of unusual circumstances and exercise flexibility in selecting appropriate responses.
- Ability to understand and function effectively in a diverse social and political environment in the County and/or contract cities.
- Ability to effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

**Education and Experience**

- Must have 90 college credits; AND
- Must currently be acting in a supervisory role in a sworn management position within a law enforcement agency.

**Licenses, Certificates and Other**

Valid Oregon State Driver's License with an acceptable driving record. Current First Aid/CPR Card. Must possess a police and/or corrections advanced certification, issued by the Department of Public Safety, Standards and Training (DPSST). Must possess a supervisory certification issued by DPSST. Must possess a management certification issued from DPSST, or have completed the DPSST middle-management course. Must possess an executive level certification from DPSST, or complete 100 hours of DPSST approved executive training, within two years after appointment into position. Firearms certification required for some positions.

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**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Required physical activities include, but are not limited to walking, standing, fingering, grasping, sitting, digital dexterity, talking, hearing (including ability to discriminate, mechanical and human sounds), seeing (including ability to clearly distinguish and identify colors), and repetitive motions. May be required to assist in any emergency situation, and must maintain physical ability to affect a forcible arrest or deal with physical confrontations and combative situations including use of reasonable force up to and including deadly force. Required physical activities during those time are accurately discharge a firearm and Taser (either hand), running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. Must be able to drive a vehicle and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees. Requires travel and driving.

### **Working Environments**

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people. May be exposed to physical confrontations and combative situations and personal danger and bio-hazardous materials.

### **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 2/17