



Sunriver Service District

541-593-8622
ssdadmin@sunriversd.org
57475 Abbot Dr, Sunriver
PO Box 2108, Sunriver, OR 97707



POSITION: POLICE CAPTAIN

JOB DESCRIPTION

DEPARTMENT: SUNRIVER POLICE

DATE: 10/23/2023

REPORTS TO: Sunriver Police Chief

Non-Represented / Exempt Status

JOB TYPE

Full-time

ANNUAL SALARY

\$120,589.44

SUMMARY

The position of Captain is a "supervisory" position as defined in ORS 243.650 (23) thereby excluding Captains from representation by a labor organization. Under the general direction of the Chief of Police, this middle manager/executive provides an administrative function. The Captain supervises, provides assistance, and mentors personnel under their command. Tasks are governed by established rules and regulations, policies and procedures, statutes, and precedent. The position, however, does have substantial latitude.

NATURE AND SCOPE

The position of Captain supervises, directs, and evaluates the work of subordinates to ensure compliance with department policies and procedures. Investigates and effectively initiates or recommends disciplinary action for employees when determined appropriate using their own independent discretion. The work is performed under the general supervisor of the Chief of Police, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over designated personnel as assigned. Provides management and executive leadership for established programs. Identifies and proposes new programs. Assists with budget development and management. Acts as the hiring manager for the department as well as establishing promotional processes.

The position of Captain establishes and maintains close working relationships with the Chief of Police, Service District personnel, elected and appointed officials, state and county officials, judges, attorneys, the District Attorney's Office, other law enforcement agencies, social agencies, and the community to meet the needs and desires of the community.

ESSENTIAL DUTIES

- Carries out the mission of the agency as defined in the mission statement; models and promotes the core values of the organization.
- Represents the department in related committee activities as directed.
- Leads by example as a strong role model.
- Oversees the management of units under their command and completes projects as assigned.

- Supervises, manages and reviews the work of staff, employee evaluations and disciplinary actions.
- Responsible for recruitment, hiring and promotional processes.
- Evaluates current practices and proposes the implementation of efficient work practices and future needs of the organization.
- Plans and manages the deployment of adequate personnel and equipment to fulfill the mission of the department.
- Ensures procedures are in conformity with laws and policy.
- Participates in the formation of policy and is responsible for the implementation of policy.
- Monitors, inspects, and is accountable for the appearance, morale, public image, and performance of subordinates.
- Receives, reviews, and investigates complaints. Prepares reports of activity and progress, including recommendations for action.
- Supervises all departmental activities. Assumes the duties and responsibilities of the Chief of Police when directed.
- Ensure the Chief of Police is fully and accurately informed of all unusual, serious or difficult problems.
- Supervises all subordinate employees and makes recommendations in administrative staff meetings on personnel actions such as performance evaluations, hiring, discipline up to and including termination.
- Evaluate employees on the job performance.
- Develop, implement, and monitor departmental programs, the budget expenditure and short and long-range goals and objectives as delegated by the Chief of Police.
- May, if assigned, direct the organization and maintenance of the departmental records and evidence records system. Revise forms and procedures necessary in reporting of statistical data.
- Directly oversees the day-to-day operations of the Patrol Division.
- Provide departmental employees with technical and/or professional assistance as needed. Coordinate training and development of all staff members.
- Establish and maintain positive working relationships with other county, state and federal officials, social agencies, and community members to meet the goals and objectives of the Sunriver Police Department.
- Review court decisions and case law regarding law enforcement, rights of individuals, and the due process procedures. Ensure that all members of the department are informed of the latest legal activities, which may have an impact on departmental policies and procedures.
- Supervises the Sergeants and their activities during assigned work shifts; assigns Sergeants, Corporals, and Officers to patrol or special details.
- Mentors and trains Sergeants, Corporals, and Officers to assist in their personal and professional growth.
- Performs duties of a Sergeant or Police Officer when not acting in an administrative capacity.
- Complies with safety requirements of the position and actively promotes safe work practices.
- Must be able to render credible testimony in a court of law.
- In an emergency event or an officially declared State of emergency will respond as directed to ensure the restoration of essential public services, facilities, and infrastructure.
- Performs other related duties as required to achieve position objectives.

KNOWLEDGE AND SKILLS

- All phases of law enforcement principles, practices, methods, and procedures, including crime prevention, criminal investigation, criminal identification, apprehension, rules of evidence, rules of search and seizure, care and transport of prisoners, and supervisory practices.
- Management and administrative practices, the judicial system, and Oregon Criminal Code.

- Executive leadership practices.
- Pertinent federal, state, and local codes, ordinances, rules, and regulations.
- Departmental service objectives and policies, procedures, and operational functions necessary to accomplish them.
- Departmental policies, procedures, protocols, guidelines, and agreements as they relate to both emergency situations and daily departmental operations.
- Organizational policies, procedures, and guidelines.
- Safety practices related to work.
- English language, grammar, and punctuation.
- Conflict resolution techniques.

SKILL IN:

- Interpreting and applying applicable federal, state, and local laws and regulations, which apply to problem situations involving numerous aspects of law enforcement.
- Interpreting and applying departmental and organizational policies and procedures.
- Skilled at managing programs and units.
- Preparing and presenting proposals.
- Budget construction and analysis.
- Initiating and completing projects and assignments with little supervision.
- Carrying out investigations.
- Analysis and evaluation of pertinent facts to reach correct conclusions when all facts have been analyzed.
- Understanding and executing oral and written instructions.
- Supervising, evaluating, and training employees.
- Preparing reports and maintaining accurate records.
- Using computers and applicable software applications.
- Using proper English, grammar, punctuation, and spelling.
- Operation of firearms, patrol vehicles and other police equipment.
- Making sound judgments.
- Obtaining information through interviews and interrogations.
- Communicating effectively in situations where cooperation is difficult to achieve.
- Problem solving complex issues and rational reasoning.
- Organizational skills.

WORK ENVIRONMENT

Work is performed in an office environment and in the field in a variety of high-risk emergency and non-emergency situations, which may involve exposure to potential danger. Work duties may require working at any time of the day or night. This position requires the Captain to perform the duties of police officer and be able to satisfactorily pass the Oregon Physical Abilities Test (ORPAT).

QUALIFICATIONS

- Preferred bachelor's degree in criminal justice and/or related field or have considerable experience (8-15 years) in law enforcement field work with experience as a police supervisor or manager.
- Demonstrate competency in firearms, self-defense, physical fitness, law enforcement management, and vehicle operation.
- Must be able to obtain a Management Certificate from the State of Oregon within 2 years of appointment.
- Must be able to obtain an Executive Certificate from the State of Oregon within 4 year of appointment.

REQUIREMENTS

- Must be willing to work 8, 10, or 12-hour shift assignments.
- Must be willing to work day, swing, graveyard shift assignments including weekend and holiday work. Job may require working a 7 or 9 day work cycle.
- Must have a valid Oregon Driver's License. Must be at least 21 years of age.
- Must pass a Criminal History and valid Driver's License check prior to an interview. Must pass Background Investigation prior to employment.
- Must pass a pre-employment drug screening.

SRPD requires all applicants to complete the criminal history fields on their application. Applicants with incomplete criminal history fields will not be considered for a position.

HIRING PROCESS & TESTING

Applicants for the Police Captain position will be required to complete the following:

- Application submission to the Sunriver Police Department
- Application review and pre-screening Criminal Background Check Interviews
- Written Test
- Scenario Test
- Peer Review
- Oral Board Interview Final Chief Interview
- Statement of Personal History Background Investigation Conditional Job Offer
- Medical Evaluation & Psychology Evaluation
- Formal Job Offer

If you are a veteran and would like to apply for Veteran's Preference, please select the attached form and submit with your application.

The Sunriver Police Department is a full-time, professional agency providing life and property protection to the community of Sunriver. A staff of 13 includes the Chief, Captain, two Sergeants, two Corporals, six Officers, an Executive Assistant, seasonal summer Bike Patrol, and Reserve Officers. There is also a strong contingent of Citizen Patrol volunteers. The department embraces community policing strategies to address quality of life issues with full authority of a certified sworn staff to address criminal acts.

BENEFITS

- Comprehensive Medical, Dental & Vision Coverage
- MASA Coverage
- PERS Pension Employee and Employer Contribution
- Annual VEBA Contribution
- Optional FSA & Deferred Compensation Plans
- Paid Time Off (vacation and sick leave)
- Accrual Paid On-Duty Workout Time
- Family Access to Sunriver Amenities
- State of the Art New Public Safety Facility