



*Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT*

**POSITION: Police Captain**  
Redmond Police Department

*This is an Exempt, non-represented position; excellent benefit packet when eligible.*

*Duties include but are not limited to:*

Plan, direct, review and administer the activities and operations of a division within the Redmond Police Department. Coordinate assigned activities with other divisions, departments, and outside agencies. Provides highly responsible and complex administrative support to the Chief of Police. Each Captain assumes overall command responsibility for one division of the department on a rotating basis. (Job Description Attached)

**MONTHLY SALARY GRADE:**  
**Exempt Grade 22: \$5199 – \$6391**

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, supplemented by a Bachelor's degree or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and a completion of the basic law enforcement training academy or equivalent; and a minimum of seven years work experience as a fully commissioned police officer, three of which shall have been in a supervisory position; or an equivalent combination of education and experience which would qualify the individual to perform the required duties.

**Special Requirements or Licenses:**

Must possess, or obtain within 30 days of hire, a valid Oregon Driver's License without record of suspension or revocation in any State; Ability to meet police physical fitness standards; Management Law Enforcement certification which is issued by DPSST or equivalent.

***“Using the court case Brady vs. Maryland (1963) as a guideline, our employees must be able to render credible testimony in a court of law. Employees must not have a record of untruthfulness, bias, or commission of crimes.”***

**HOW TO APPLY:**

***Request application packet from:***  
Oregon Employment Dept, Redmond Office  
2158 SE College Loop, Suite B  
Redmond, OR 97756  
Phone: (541) 548-8196 x324  
Fax: (541)548-6379  
E-mail: [Charlene.V.Miller@state.or.us](mailto:Charlene.V.Miller@state.or.us)

**CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST** (indicating why you want to be considered for this position) must all be received by the above Employment Office ***no later than 5:00 PM, Friday, November 9, 2007.*** Faxes are acceptable if received by the deadline and are complete.

*Only those applicants who are selected to participate in the testing and interview process will be notified.*

**Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.**

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**



*Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT*

## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Police Captain  
**DEPARTMENT:** Police  
**FLSA STATUS:** Exempt  
**SALARY GRADE:** Grade 22  
**EMPLOYEE GROUP:** Management / Non-Represented

### **PURPOSE OF POSITION:**

Plan, direct, review and administer the activities and operations of a division within the Redmond Police Department. Coordinate assigned activities with other divisions, departments, and outside agencies. Provides highly responsible and complex administrative support to the Chief of Police.

Each Captain assumes overall command responsibility for one division of the department on a rotating basis.

### **ESSENTIAL JOB FUNCTIONS:**

Responsible for activities of a Police division; plans, assigns, reviews, and supervises the work of subordinates; coordinates with other divisions, departments, and law enforcement agencies.

Participates in the development and implementation of the department long-range strategic plan which includes community policing and other department initiatives.

Develops, plans and implements division goals and objectives; recommend and administer policies and procedures.

Within their assigned division, develops and implements annual work plans; assigns work activities, projects, and programs; monitors work flow and efficiency of services; reviews and evaluates work products, methods, and procedures., establishes appropriate service standards for all members of the community; establishes staffing levels; and, allocates resources accordingly.

Interprets and explains orders, policies, practices and procedures and other operational information to subordinate personnel.

Administers the provisions of labor contracts and may be assigned to management bargaining teams.

Participates in internal investigative reviews.

Prepares and administers division budget; and may be responsible for departmental budget preparation.

Assumes command of large-scale and/or critical emergency situations such as natural disasters, public demonstrations, strikes, riots, traffic problems and other unusual occurrences. Coordinates with other law enforcement or emergency agencies as appropriate.

Addresses diverse socio-economic groups about police and community concerns.

Develops and introduces new ordinances to City Council.

Prepares or negotiates and administers contracts and grants.

Oversees the investigation of major cases.

Oversees the management of fleet and major equipment; supervises the procurement of major equipment.

Responsible for the selection, supervision and evaluation of assigned staff; assigns work and ensures appropriate training is provided; investigates complaints; recommends grievance responses; exercises full supervision over employees.

Ensures departmental implementation of and adherence to the City's Affirmative Action and Diversity Work Plans. Coordinates the implementation of effective processes and models to produce division wide diversity initiatives. Facilitates staff development on such issues as diversity and creating a respectful working environment.

Participates in the development and planning of recruitment and promotional processes and training and staff development programs.

Develops, implements, and evaluates programs and special operations.

Represents the department at City, inter-agency, or statewide meetings.

Assumes responsibility for the administration and supervision of the department in the absence of the Chief of Police.

Performs related work as required.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Police Chief.

**SUPERVISION RESPONSIBILITIES:**

Exercises general supervision over Police Lieutenants, subordinate officers, and support staff.

**JOB QUALIFICATIONS:**

**Mandatory Qualifications:**

High school diploma or equivalent, supplemented by a Bachelor's degree or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and a completion of the basic law enforcement training academy or equivalent; and a minimum of seven years work experience as a fully commissioned police officer, three of which shall have been in a supervisory position; or an equivalent combination of education and experience which would qualify the individual to perform the required duties.

**Necessary Knowledge, Skills and Abilities:**

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations; extensive knowledge of City's geography.

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; maintain confidentiality. Ability to follow and give verbal and written instructions. Ability to use the required tools and equipments as described below.

**Special Requirements or Licenses:**

Must possess, or obtain within 30 days of hire, a valid Oregon Driver's License without record of suspension or revocation in any State;

Ability to meet police physical fitness standards; Management Law Enforcement certification which is issued by DPSST or equivalent.

***“Using the court case Brady vs. Maryland (1963) as a guideline, our employees must be able to render credible testimony in a court of law. Employees must not have a record of untruthfulness, bias, or commission of crimes.”***

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Computer, including Word and spreadsheet applications, law enforcement software; typewriter; calculator; fax machine; telephone system; copy machine; police radio equipment, DVD,VCR, TV, digital projector. This position requires the use of a Police car and other City vehicles. Other law enforcement equipment including radar gun, handgun, and other weapons as required, side-handle baton, handcuffs, breathalyzer, pager, first aid equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the office environment is quiet and usually moderate in the field environment. Except during certain emergency response or police activities when noise levels may be high.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the City of Redmond Hearing Conservation Program.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

*Ron Roberts*  
Police Chief

*Sharon Harris*  
Human Resources Director

*August 22, 2007*  
Date

**ADOPTED:     October 21, 1999**  
**REVISED:     August 22, 2007**