



City of Oak Harbor Police Captain

SALARY	\$59.08 - \$78.56 Hourly \$10,241.00 - \$13,617.00 Monthly	LOCATION	Oak Harbor, WA
JOB TYPE	Full time	JOB NUMBER	23049
DEPARTMENT	Police Department	DIVISION	Police Department - Administration
OPENING DATE	01/08/2024	CLOSING DATE	2/29/2024 11:59 PM Pacific
FLSA	Exempt	BARGAINING UNIT	NON-UNION

Join our City of Oak Harbor team to help build a legacy of commitment to excellence in diversity, equity, and inclusion in our vibrant waterfront community.

Description



Position Closes February 29, 2024
First Review of Applications March 4, 2024

This is a management professional position under the direction and supervision of the Police Chief. The Police Captain functions in a role consistent with an assistant police chief and is responsible for leadership and supervision of investigations, evidence, records, jail, community services, special operations, drug enforcement, and police emergency services in accordance with the mission, goals, and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state and local laws.

Essential Job Functions

Work activities involve multiple skills and may include, but are not limited to, any of the following depending on area of assignment, crew needs, emergency services, special projects, and seasonal factors:

- Plan and manage, with the Police Chief, the Department's patrol, investigations, and administrative divisions.

- Direct and lead major crimes/investigations and respond and oversee emergency situations.
- Schedule Department personnel to ensure the Department is prepared to provide police response on a 24/7 basis while also monitoring overtime and expenses.
- Responds to concerns, complaints, and issues. Determine and recommend appropriate resolutions to maintain positive community/customer relations.
- Review incoming complaint reports and completed reports. Manage internal investigations, assign investigators to internal investigations, and enforce and interpret Department policies. Recommend disciplinary action.
- Review standard operating procedures for applicability, propose new policies and/or modifications, and ensure that supervisors are aware of policy changes.
- Manage budget requests and monitor efficient use of budget and resources.
- Maintains a professional approach and demeanor in all activities.
- Assist the Chief in assessment and planning for the department's response to major emergencies or incidents.
- Represent the Chief of Police: attend meetings, speak to the public; supervise and direct activity in the absence of the Chief. Plan response to pending events; participate in planning activities with other organizations.
- Respond by radio or phone to command duty notifications. Review and answer e-mail.
- Supervise the activities of assigned professionals, including technical and clerical employees; ensure optimum employee levels, anticipate schedule problems and adjustments, plan, and schedule work of subordinates to control and minimize labor overtime and expenses.
- Attend meetings, seminars, schools and/or training sessions to keep abreast of modern law enforcement service training and techniques.
- Establish and maintain effective and cooperative working relationships with stakeholders using good judgment, tact and courtesy, sometimes in stressful situations. Conduct multi agency relationship building and collaboration to include SWAT operations, training, and legal compliance.
- Coordinate and assist in public relations with Citizen Advisory Board, Technical Advisory Committee, Regional Dispatch Board and other committees.
- Analyze and evaluate data, prepare reports and correspondence on department activity and performance and ensure compliance with laws, ordinances, and codes. Take corrective action to improve operational effectiveness.
- Participate in the employment and recruitment process.
- Exercise continuous leadership to focus operations efforts on priorities. Promote staff and team development and high performance by assuring regular, effective, and consistent feedback. Recognize work excellence and build effective teams.
- Determine training and development needs. Ensure training programs meet established standards. Ensure performance evaluations are conducted as required. Initiate, document and implement disciplinary actions as approved by Human Resources.
- Foster a positive and productive work environment. Take corrective action as needed.
- Ensure compliance with personnel policies and the collective bargaining agreement.
- Ensure Department maintains accreditation.
- Ensure that policies and procedures in relation to housing of inmates are up to date. Develop cost saving measures that align with these policies for housing of inmates.
- Supervise records personnel and animal control personnel and ensure efficient management of divisions.
- Supervise special services division and work as a team to develop proactive strategies that the division can perform to reduce and deter crime within the City.
- Work with other City departments to resolve issues that impact more than one department.

Associated Job Functions:

- Perform other duties and responsibilities as assigned.
- The position may assume the responsibilities of Chief of Police in his/her absence, as assigned by the Chief or Mayor.

Supervisory Responsibility:

Recruit, hire, assign, train, supervise, and evaluate work of staff and ensures direct reports do the same.

Performance Requirements (Knowledge, Skills, and Abilities):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required, with or without reasonable accommodation.

Knowledge of:

- Theory, principles, and practices of delivering police services.
- Modern and complex principles and practices of program development and administration.
- Federal, state, and local laws as well as, court rulings.

Skill in:

- Good communication both orally and in writing and the ability to make presentations to a variety of groups and organizations. Read, write, and speak the English language at a level necessary for efficient job performance.

Ability to:

- Supervise the activities of professional, technical, and clerical employees in a manner conducive to effective and efficient work performance and positive morale.
- Identify and solve complex issues and problems.
- Act quickly and calmly in emergencies as well as, the ability to render prudent and logical decisions.
- Make decisions affecting the quality and quantity of police services.
- Use a personal computer with associated software, standard office equipment, cellular telephone, 2-way radio, pager, firearms, department vehicles, and standard law enforcement officer equipment.
- Use tact, discretion, respect, persuasion, diplomacy, and courtesy to gain cooperation of others and establish and maintain effective teams and professional relationships and rapport with elected officials, management, employees, representatives of other entities and the public.
- Mentally alert always and apply sound judgment, analytical and creative problem-solving skills to make reasoned, timely and consistent decisions. Facilitate effective conflict resolution.
- Work independently and cooperatively as a member of a team.

Qualifications & Requirements

An equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential job functions may be considered.

- Bachelor's degree in criminal justice, or related field; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability to perform the position.
- Eight (8) years of continuous full-time law enforcement experience with a minimum of five (5) years of supervisory experience in the law enforcement field.
- Candidates completing out-of-state certification must attend and successfully complete the Washington State Academy through the Basic Equivalency Program by first available course and no later than the first nine (9) months after employment.
- First Level Supervision and Middle Management Certification for Washington State Criminal Justice Training certification within first twelve (12) months of employment.
- Valid driver's license and the ability to provide a driver's abstract showing a good driving record.
- US Citizen.

For External Candidates Only:

- Pass background investigation, which includes screening of criminal history, prior sexual offenses, and driving record.
- Conditional employment offer will include medical exam with drug screen, polygraph, and psychological evaluation for aptitude to work in law enforcement.

Preferred Qualifications:

- Continuing education in management including successful completion of courses, such as Law Enforcement Command College or the FBI Law Enforcement Executive Development Association (LEEDA).
- Previous experience in a command position of Lieutenant or above is preferred for external candidates.

Working Environment & Physical Demands

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals to

perform the essential functions.

Majority of work is performed indoors in an office environment; however, some work is performed out-of-doors in all types of weather. Physical fitness standards of the department must be maintained due to the nature of the job and the potential for damage to health, life, and property. Duties require manual dexterity, visual acuity, eye-hand coordination, and the ability to lift and move items up to fifty (50) pounds as well as occasional work in high places. Work shift is typically during business hours and days, but varying shifts and holidays may be required as well as being subject to call 24-hours per day. Some attendance at evening meetings is required.

Safety Statement:

We expect employees to ensure compliance with all applicable safety practices and policies, including those established by OSHA/DOSH regulations and the City's Accident Prevention Program (APP). This includes, but is not limited to, actively identifying, and correcting potential hazards that may affect employee and public safety, including those identified by co-workers. Leading by example to promote a positive culture of workplace safety through everyday action, emphasizing safe completion of work throughout all aspects of developing and carrying out work plans.

The City of Oak Harbor is an equal opportunity employer. All qualified applicants will be considered for employment regardless of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability or any other status protected by law.

Agency

City of Oak Harbor

Address

865 SE Barrington Drive

Oak Harbor, Washington, 98277

Phone

360-279-4518

360-279-4509

Website

<http://www.oakharbor.gov>

Police Captain Supplemental Questionnaire

***QUESTION 1**

Please select your highest level of completed education.

- ☐ High school diploma/GED
- ☐ Some college, vocational, business, or technical training
- ☐ Associates Degree
- ☐ Bachelors Degree
- ☐ Masters Degree

***QUESTION 2**

Are you a graduate of the Washington State Criminal Justice Corrections Academy?

- ☐ Yes
- ☐ No

***QUESTION 3**

Do you have a First Level Supervision or Middle Management certification for Washington State Criminal Justice Training?

- ☐ No, I do not have either certification.
- ☐ Yes, I have First Level Supervision.
- ☐ Yes, I have Middle Management.

***QUESTION 4**

How many years of progressively responsible current work experience do you have in law enforcement, including supervision, management, and division administration?

- ☐ 1 to less than 2 years
- ☐ 2-3 years
- ☐ 3-4 years
- ☐ 4-5 years
- ☐ 5-10 years
- ☐ 10 + years

***QUESTION 5**

How many years of continuous service do you have at the rank of Police Sergeant or above?

- ☐ I do not have this experience.
- ☐ 1-2 years
- ☐ 2-3 years
- ☐ 3-4 years
- ☐ 4-5 years
- ☐ 5 or more years

***QUESTION 6**

Are you willing and able to submit to a complete background check including polygraph, psychological, drug screen and medical testing for aptitude to work in law enforcement?

- ☐ Yes
- ☐ No

*** Required Question**