

**City of Sallisaw  
Job Description**

**Job Title: Captain**

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**Exempt (Y/N):** Yes  
**Date:** July 2006

**Department:** Police Department  
**Reports To:** Chief of Police

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

1. Assists Police Chief to prepare and administer the budget and handling of purchase orders and requisitions for budget items.
2. Assists the Chief in the formulation of Police Department policies and procedures.
3. Acts as Training Officer for the department and maintains training records and schedules training as needed.
4. Prepares shift work schedules.
5. Prepares weekly time sheets and turns in for payroll.
6. Maintains all CLEET status and training reports.
7. Responsible for the purchase of all police department equipment, supplies and materials.
8. Assists in the day-to-day supervision of all Police Department personnel (uniformed and civilian) and operations.
9. Responsible for operation, management, and content of the evidence room.
10. Supervises and directs activities of Lieutenants, and provides direction and assistance as needed.
11. Assumes duties of the Police Chief in his absence.
12. Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Under direction of the Police Chief, supervises employees of the police department. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include assisting in interviewing, hiring recommendations, and training employees; planning, assigning, and directing work;

appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High School Diploma or GED; the officer must have been employed with the Sallisaw Police Department or other law enforcement agency for a minimum of ten years, two of which were in a supervisory position, possess an Advanced Law Enforcement Certification, and have accumulated at least seventy-five (75) CLEET points.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Contacts of considerable importance within the department or office, such as those required in coordination of efforts. Frequent contacts with general public, patrons or other outside representatives.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## CERTIFICATION, LICENSES, REGISTRATIONS

Must have advanced police certification and continuous CLEET training.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met 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 functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, taste and smell. The employee must have the ability to stand, walk, use hands and fingers to handle and feel; must be able to reach with hands and arms; climb and balance; and, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include: distance and color vision; depth perception; peripheral vision and the ability to adjust focus.


## 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 functions.

While performing the duties of this position, incumbent is exposed to outdoor weather - extreme heat, cold, wet and/or humid conditions. The incumbent may work in high precarious places. The incumbent may be exposed to fumes, airborne particles and toxic or caustic chemicals. Exposure to violent, life threatening situations.

The noise level in the work environment is usually moderate.

\*\* A pre-employment drug test is required, if successful application is not currently a City of Sallisaw employee. Successful applicant must reside within a 20-minute response to the city limits of the City of Sallisaw.

Approved:  Date: 5/30/13  
City Manager

Date Modified: 07/27/06, 05/30/2013