

MEMORANDUM

DATE: December 15, 2025
TO: All Interested **Individuals**
FROM: Human Resources Department
SUBJECT: **ANNOUNCEMENT OF RECRUITMENT FOR POLICE CAPTAIN**
POSITION: Police Captain
PAY GRADE: T-1; Entry Level, \$46.58 per hour, \$96,886.40 annually

Position Summary:

The Police Captain is responsible for assisting the Police Chief with administrative oversight, visioning, leadership, planning, coordination, and management of the Police Department. A Police Captain leads, manages, develops, and administers Police Department policies, procedures, and programs for the assigned division. A Police Captain performs duties in compliance with all state and federal laws, standards, and guidelines; departmental policies, procedures, and directives; and maintains professional conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

Essential Functions:

- Provides overall supervision, leadership, and direction for Police Department supervisors; ensures they are performing their duties competently. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
- Provides professional guidance, training, and policy interpretation for assigned division. Guides supervisors in resolving and improving performance standards. Assists division supervisors as necessary. Maintains knowledge of all division activity.
- Exercises authority over division staff, including recommendations for hiring, promotion, transfer, discipline, and termination of individual employees within established City policies.
- Investigates or directs internal investigations. Investigates citizen complaints.
- Evaluates the effectiveness and efficiency of the Police Department and makes recommendations to the Police Chief accordingly.
- Evaluates the effectiveness of law enforcement activities and develops procedures to efficiently meet all law enforcement goals.
- Assists with developing policies and ensures division compliance with standards and guidelines.
- Evaluates Police Department training needs, staffing needs, budget resources, and personnel management to achieve department-wide program objectives.
- Assists in the development and administration of immediate and long-range budgets. Ensures the Police Department operates within the annual budget and directs the annual budget process for the Department. Monitors expenditures and revenues. Forecasts spending, staffing, and revenue levels and recommends equipment purchases. Researches, applies for, and administers grants.
- Recommends and plans long-range goals, objectives, organizational structure, and overall direction for the Police Department. Monitors, reviews, and communicates the implementation phases of the Department's strategic plans to ensure long-range goals are met. Ensures the programs and objectives of the Department are developed and maintained in accordance with the objectives of the City.
- Develops and liaises with various governmental agencies, community groups, and the general public.
- Acts as incident commander for critical incidents as needed; directs Police Department personnel and coordinates with outside agencies.
- Assumes responsibilities of the Police Chief during an absence.

Knowledge, Skills, and Abilities:

- Knowledge of the laws and regulations relating to law enforcement administration.
- Comprehensive knowledge of Police Department policies, procedures, and practices.
- Thorough knowledge of local and state laws and ordinances.
- Skill in using firearms, chemical agents, weapons of defense, and the operation of a motor vehicle.
- Thorough knowledge of the operations of the criminal justice system.
- Thorough knowledge of court operations and the administration and execution of civil processes.
- Knowledge of police administration, including organization, staffing, financing, equipment management and maintenance, records, and reports.
- Skill in the evaluation of tactical and operational requirements.
- Skill in the application of administrative and management methods and procedures.
- Ability to plan and supervise the work of a large staff.
- Knowledge of and ability to effectively utilize the principles of strategic and long and short-range planning.
- Knowledge of management and supervisory practices and principles.
- Skill in analyzing complex administrative information and issues, defining problems, evaluating alternatives, and recommending methods, procedures, and techniques for resolving issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to develop Police Department goals and objectives.
- Ability to take control of situations, responsibly dictating subordinate activities.
- Ability to instruct and train in methods and procedures.
- Ability to make final employment recommendations.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to assign and reassign work; plan work and establish priorities.
- Ability to approve leave requests.

- Ability to maintain staff personnel records.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Knowledge of City policies, procedures, and practices.
- Knowledge of the City government organization and its departmental operating requirements.
- Considerable knowledge of modern office practices and procedures.
- Ability to analyze and prepare organizational and functional reports from research data.
- Ability to work the allocated hours of the position.

Required Education, Experience and Certifications:

- Associate's degree in criminal justice or related field.
- Bachelor's degree in criminal justice or related field preferred.
- Nine (9) years of permanent, full-time experience as a POST-certified law enforcement officer.
- Six (6) years of permanent, full-time supervisory experience of permanent, full-time POST- certified law enforcement officers employed by a POST-commissioned law enforcement agency, including two (2) years of mid-level supervisory experience.
- Two (2) years as a Police Lieutenant with the Oak Ridge Police Department preferred.
- Participation in an assessment and selection process, which may include, but not be limited to, the following: a written exam, a physical agility assessment, a panel interview, and an interview with the Police Chief.

TO APPLY, please visit our employment link, <https://www.oakridgetn.gov/386/Job-Openings>. This recruitment closes at **12:00 noon, Tuesday, January 13, 2026.**

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INCLUDING THE DISABLED**