



## CLARK ATLANTA UNIVERSITY Job Description

<b>Position Title:</b>	<b>Captain</b>
<b>Department:</b>	<b>Public Safety/Campus Police</b>
<b>Reports To:</b>	<b>Chief of Police</b>

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*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

### ***General Function (Description):***

This exempt management position requires a clearly demonstrated history of effective and efficient leadership skills, decision making, interpersonal skills and sound judgement. The Police Captain is the operations commander for the University Police Department. The police captain assist the Chief of Police to ensure that police operations including patrol, communications, parking enforcement, security, emergency operations and crime suppression are operating effectively and per policy. The police captain also serves as the Assistant Emergency Coordinator for the campus and assists with all emergency operations plans, drills and coordination with outside safety and community partners. In addition, performs professional law enforcement work to maintain order to protect the public, maintain law and order on the campus, detect and prevent crime, direct and control traffic and investigate and apprehend suspects involved in criminal activity. Work is performed under general supervision of the Police Chief or designee. Also, assists in the administration of public safety for the University campus in accordance with University policy and all federal, state and local municipal laws.

### ***Examples of Duties and Responsibilities:***

- ❖ This is administrative and supervisory work in the provision of a wide range of public safety, law enforcement and security functions for the campus community
- ❖ The employee in this class assists the Chief of Police/Director in the management of the total police and security operations and public safety personnel in accordance with established policies as well as local, state and federal statutes
- ❖ Provides requested information for the preparation of the operational budget for the University Police Department
- ❖ Assists in the planning, coordination and administration of various programs for the University Police Department, i.e., training, patrol operations, investigations, records and communications
- ❖ When required, supervises patrol, security and support personnel
- ❖ Supervises the Crime Suppression Unit
- ❖ Maintains a close liaison with other public safety agencies
- ❖ Must be available for emergency duty and calls when necessary
- ❖ Analyze criminal incident reports and security conditions and recommend appropriate strategies for responding
- ❖ Assists in planning, coordinating and maintaining an effective parking traffic operation for the campus

- ❖ Patrol campus and assists officers when necessary
- ❖ Works closely with representatives from campus organizations
- ❖ This position is designated as an essential employee for campus operations

***Knowledge, Skills and Abilities:***

- Working knowledge of current police methods, practices and procedures and the ability to apply this knowledge to specific situations
- Knowledge of local, state and federal laws, criminal procedures and statues
- Ability to use and qualify satisfactorily with an appropriate firearm
- Knowledge and skills to manage personnel, a budget and programs for the Department of Public Safety when required
- Effective interpersonal skills to deal with a wide range of circumstances
- Ability to prepare clear and comprehensive reports
- Ability to deal effectively with the news media
- Ability to speak effectively before student and faculty groups or others as needed
- Familiar with emergency operations plans

***Minimum Hiring Standards:***

<b>Education</b>	Combination of college, technical and specialized training and experience
<b>Years of Experience</b>	10 plus years of policing
<b>Years of Management/Supervisor Experience</b>	3 years Police Supervisor/3 years Rank of Police Lieutenant

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