



## CLARK ATLANTA UNIVERSITY Job Description

<b>Position Title:</b>	<b>Police Administrative Captain/ Training Officer</b>
<b>Department:</b>	<b>Public Safety</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 Administrative Captain is the administrative commander for the University Police Department. The Police Administrative Captain assist the Chief of Police to ensure that police administrations including investigations, patrol, communications, parking enforcement, security, emergency operations and crime suppression are operating effectively and per policy. The police captain also serves as one of the Assistant Emergency Coordinator for the campus and assists with all emergency operations plans, drills and coordination with outside safety and community partners. The Police Administrative Captain also serves as the Training Officer for the department. 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.

This position requires knowledge of principles and practices of criminal justice, public safety, and customer service; federal, state, and local criminal laws and codes; court practices and procedures; methods and techniques used to conduct criminal investigations; knowledge of computers and related software. Applicant must possess the following skill: conducting effective interviews and interrogations, using and maintain communication/reports; communication and interpersonal techniques, preparing oral and written reports; must be able to establish and maintain effective working relationships with the Clark Atlanta University Staff, Faculty, Students, Local and Federal Agencies.

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

- Analyzes reports prepared and submitted by subordinates for accuracy, completeness, essential elements, fundamental soundness and substantiation of action taken.
- Attend supervisory staff meetings; gives and receives information; participates in problem solving; recommends policy changes and program development to superiors.
- Investigates complaints against staff to satisfaction of all parties; recommends action to be taken.
- Investigate crimes committed and gather evidence used in the apprehensions, indictment or prosecution, and conviction of law violators.
- Conducting routine felony cases and evaluates their statements; preparing investigative reports; assisting other law enforcement agencies in their investigation of various violations.
- Conduct training sessions with all officers to ensure that they maintain their POST certification.
- Conduct firearms training twice a year with all sworn officers
- Maintain POST certification in general instructor and firearms instructor courses.
- Oversee investigation and review progress periodically.
- Assist Investigations in the successful conclusions of investigations.
- Review, approve and disseminate final investigative reports and files.
- Train staff on procedures and record keeping.
- Counsel employees regarding job performance and document in accordance with establish procedures.
- Recommend disciplinary action as needed.
- Plan and organize the Collaborative Interactive Policing agenda to students, faculty, and staff.
- Conduct meditation sessions with students as needed.
- Manage crime safety tips on the Clark Atlanta University Public Safety web page.
- Participate in Student Affairs Adjudication procedures.
- Perform additional administrative duties as required.

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

- Knowledge of supervisory practices and principles.
- Knowledge of law enforce practices and procedures and applicable laws, rules and regulations.
- Knowledge of University campus and its traffic patterns.
- Skilled in analytical, objective observance of situations and quick decision making.
- Knowledge of first aid and fire prevention techniques.
- Effective oral and written communication skills.
- Effective time management skills.
- Ability to assign and supervise work of lower level police officers.
- Skilled in managing situations firmly, courteously, tactfully and impartially.

***Minimum Hiring Standards:***

<b>Education</b>	Bachelor's Degree in Criminal Justice, Political Science, Business or Public Administration or a closely related field required
<b>Years of Experience</b>	Must have 15 years of successful law enforcement experience
<b>Years of Management/Supervisor Experience</b>	6 to 8 years
<b>Certifications</b>	Instructor Certifications and/or Training identifiable on the Peace Officer Standards and Training Council (P.O.S.T.) Records required; Georgia Peace Officers Certification required (P.O.S.T. certification); Valid Georgia driver's license.

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