Captain of Support Operations

**Definition of Class**
This is a supervisory position in which the incumbent coordinates and supervises the support operations of the University Police Department which include training and education, technical support services, and departmental programs. This position reports to the Associate Director of Public Safety/Assistant Chief of Police.

**Examples of Work Performed**
Organizes and supervises all patrol on assigned shifts.

Supervises and coordinates the Crime Prevention Unit which includes Rebel Patrol, as well as, the Field Training, Reserve Officer and Intern Programs.

Oversees all technical support services for the department which includes computer equipment, servers, laptops, digital recording devices, and radios.

Manages the evidence room and supervises internal inventory and department purchases.

Coordinates all departmental training. Arranges for officers to be involved in training sessions with the Captain of Field Operations.

Recommends various personnel actions including, but not limited to, interviewing and hiring, disciplinary and promotion processes, performance assessment, work improvement plans, and work incident reports of the units reporting to this position.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates educational programs.
2. Oversees all technical support services for the department.
3. Manages the evidence room, supervises internal inventory, and department purchases.
4. Supervises staff in each Support Operations unit and accreditation processes.
5. Recommends various personnel actions, policies and procedures.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

**Vision:** Requirements of this job include close, color, and distant vision.
Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to stand; talk or hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to walk; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Bachelor’s degree from an accredited college or university.

AND

Experience:
Two (2) years of experience related to the above described duties.

AND

Certification:
Certification with the Mississippi Board of Law Enforcement Officer Standards and Training within the first year of employment.

Licensure:
Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

Additional Requirement:
Must be 21 years of age and a U.S. citizen.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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