JOB DESCRIPTION

Captain of Field Operations

Definition of Class
This is a supervisory position in which the incumbent supervises and coordinates the daily activities of police services which includes coordinating security for special events, day to day police services, and supervises the Communications operations. This position will report to the Director, Police and Campus Safety.

Examples of Work Performed
Supervises Patrol Officer shifts, Campus Safety Officers, and the Communication Operators Unit.

Arranges security for all special events on campus.

Coordinates and assists the Captain of Support Services with the training of patrol, campus safety officers, and communication operators.

Manages personnel, field observation, and report review; monitors and evaluates performance.

Creates, implements, and supervises a community policing model for UPD patrol and campus safety officers.

Supervises each mobile specialized unit: Motorcycle Patrol, Bicycle Patrol, Foot Patrol, and Canine Unit.

Assists in the UPD accreditation process.

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 the daily activities of police services.
2. Arranges security for all special events on campus.
3. Recommends various personnel actions, policies and procedures, field observation, report review; monitors and evaluates performance.
4. Creates, implements, and supervises a community policing model for UPD patrol and campus safety officers.

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 experience may be substituted for education, on a basis set forth and approved 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.

Rev. 04/28/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer.”

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment