JOB DESCRIPTION

Police Captain

Definition of Class
This is a supervisory position in which the incumbent supervises and coordinates activities of police officers on shift. Supervises and participates in investigations of accidents and criminal acts. Trains and supervises the training of subordinate personnel.

Examples of Work Performed
Supervises and coordinates activities of assigned University Police shifts to include regulation of pedestrian and vehicular traffic, patrolling of physical property, enforcement of statutes and University regulations, investigation of accidents and criminal acts, and other duties related to the management and supervision of shift, patrol, dispatching, and security guard functions.

Supervises activities of assigned employees including inspections, work assignments, and performance reviews.

Plans and schedules work of subordinates ensuring proper distribution of assignments and adequate manning, space and facilities for subsequent performance of duties. Coordinates and supervises personnel training, and prepares schedules of activities, events, and shifts.

Coordinates programs and outreach activities involving shift while working with crime prevention officer.

Supervises the training and orientation of employees, interns, or other approved persons with policies, procedures, and activities.

Recommends policies and procedures to improve efficiency or effectiveness of assigned shift.

Prepares and analyzes reports, setting forth shift activities and appropriate recommendations for improved Police procedures.

Ensures that assigned shift maintains close contact with other police agencies to ensure prompt reporting of important matters falling under police jurisdiction.

Recommends various personnel actions including, but not limited to, merit recommendations, promotions, transfers and vacation schedules.

Coordinates activities between patrol division, investigators and other staff support personnel.

Recommends and participates in ways to improve public relations with the public, and improve law enforcement and public safety methods.

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 activities of assigned university police and other employees.
2. Supervises the orientation, and training of employees.
3. Prepares and analyzes reports.
4. Recommends various personnel actions, policies and procedures.
5. Coordinates activities between patrol division, investigators, and support personnel.
6. Recommends and participates in public relations.
7. Prepares schedules, personnel assignments, and planning.

**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.

**Experience:**
Two (2) years of experience related to the above described duties and previously held rank of Police Lieutenant or Detective Lieutenant.

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

**Licensure:**
Must have a valid State of Mississippi driver’s license within first thirty (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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