Detective Captain

Definition of Class
This is a supervisory position in which the incumbent supervises and coordinates the investigative activities of the University Police Department. The incumbent must also direct and assist in all alleged, suspected or actual criminal offenses and violations of the University rules and regulations plus internal security actions.

Examples of Work Performed
Supervises and coordinates the activities of the investigative unit of the University Police Department.

Directs and assists in the investigation of alleged, suspected or actual criminal offenses and violations of University rules and regulations.

Detects and gathers physical evidence and determines if a crime or violation has been committed.

Locates and interrogates witnesses, suspects and victims to develop evidence and secure information to be used in investigation and in civil court, criminal court or University hearings.

Plans and schedules work of subordinates ensuring proper distribution of assignments and adequate staffing, space and facilities for subsequent performance of duties; assists in the supervision of personnel training.

Prepares and presents evidence in civil court, criminal court or University proceedings.

Prepares initial case reports, periodic progress reports, and case determination reports.

Maintains liaison area law enforcement agencies to foster cooperation for the resolution of special problems.

Coordinates and participates in internal security investigations, background investigations, and related activities.

Determines equipment required for specialized tasks and recommend purchase; ensures that adequate supplies are available.

Develops and maintains source and informant control; develops, collects, processes, and controls materials included in crime intelligence systems.

Supervises the maintenance and control of physical evidence and recovered property; maintains necessary documentation for such items.

Inspects and maintains equipment and supplies assigned for performance of the investigative function.

Performs similar or related duties as assigned or required.

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 the investigative division of the department.
2. Directs and assists in the investigation of alleged, suspected or actual criminal offenses.
3. Detects, gathers, prepares, and presents evidence.
4. Plans and schedules work of subordinates.

5. Locates and interrogates witnesses, suspects and victims.

6. Prepares reports.

7. Recommend purchase of needed supplies and equipment.

**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.

**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 frequently required to sit; and talk and hear. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university. AND

**Experience:**
Four (4) years of experience related to the above described duties.

**Certification:**
Must be certified under the law enforcement Minimum Standards Board requirements of the State of Mississippi. Must be certified or trained in Crime Scene and Death Investigations, Evidence/Property Collection, Interview/Interrogation, Latent Fingerprint Collection, and Criminal Investigations 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.

**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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