

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Captain Police Services	FLSA:	Exempt
Department/Site:	Police Services	Salary Grade:	37
Reports to/Evaluated by:	Assistant Superintendent, Educational Services	Salary Schedule:	Classified Management

SUMMARY

Under general direction serves as department supervisor of district police officers engaged in school site patrol, district patrol, traffic enforcement on district facilities and to perform specialized department-wide duties.

DISTINGUISHING CAREER FEATURES

Works under the general direction of the Assistant Superintendent of Education Services. Provides direct supervision of district police officers, conducts daily role call and duty assignments. Acts as a resource to officers during the work shift and in planning for special assignments. Exercises supervision over other officers, making assignments, setting priorities, training and reviewing the work of subordinates. Prepares performance evaluations, process grievances at department level, recommend employment, and recommends disciplinary action. Ensures all officers are current on P.O.S.T. required training and assigns officers to attend P.O.S.T. approved training.

ESSENTIAL TYPES OF DUTIES

- Conducts role call and gives special orders instructions and officer duty assignments for each shift.
- Supervises and participates in the work of police officers assigned specified duties and assists and instructs officers in handling of non-routine cases.
- Deploys officers to site assignments in accordance with the needs of the district.
- Oversees traffic and criminal investigation duties. Oversees investigation of cases involving the school district.
- Coordinates and supervises officer participation in training courses related to the work of the department or required by P.O.S.T.
- Receives and reviews all crime, incident and arrest reports. Ensures such reports are correctly and properly written and submitted to District Attorney, Juvenile Probation, or Police-Probation Teams in a timely manner.
- Prepares activity reports and reports on cases investigated, operates district vehicles.

- Prepares and reviews with site and district administrators monthly and bi-annual State School Site Crime Report Summary.
- Prepares performance evaluations, administers discipline and employee development recommends commendations and discipline of police officers.
- Recommend and assist in implementation of goals and objectives, establish duty schedules and methods for providing effective services, implement district and department policies and procedures.
- Conduct background investigations and interviews of prospective candidates for employment as police officers.
- Evaluate operations and activities, recommend and implement improvements and modifications, prepare background reports as required.
- Maintain Officer Overtime Records insuring conformity with district guidelines.
- Contact and cooperate with other law enforcement agencies in matters relating to interdepartmental relations and mutual aid support.
- Review and maintain Department policies, regulations and operational procedures and insure officers understand and perform in compliance with such policies, regulations and procedures.
- Supervises training of new officers on district and departmental policies, procedures and activities.
- Perform related duties and responsibilities as assigned by the Superintendent, Deputy Superintendent, Associate Superintendents, and/or Assistant Superintendent of Education Services.
- Conducts daily inspection of personnel and equipment.
- Receives information or complaints in person at department headquarters or by radio.
- Performs a variety of record keeping including supervision and coordination or communications and dispatching operations.
- Establishes standards of performance of each position supervised

QUALIFICATIONS

Knowledge and Skills: Requires a thorough and in-depth knowledge of police science practices and principles, including: the laws of arrest, search and seizure; theory and practice of police supervision and management, fundamentals of police science; rules of evidence; vehicle code and traffic control; court procedures and appropriate safety precautions and procedures. Requires knowledge of basic record keeping methods. Requires strong communication skills.

Abilities: Requires the ability to carry out all of the essential duties of the position efficiently and effectively, with minimal supervision. Must be able to organize police, district and community resources.

Must be able to use firearms in according to safe and established standards. Must maintain personal integrity, appearance and actions. Must be able to drive safely, observing legal and defensive driving procedures. Requires strong leadership and supervisory skills in order to direct, advise, evaluate and discipline employees in a manner that promotes high morale and efficiency. Must be able to prepare written reports and correspondence consistent with the needs of the department. Must be able to understand and carry out difficult oral and written instructions requiring problem solving and independent decision making.

Education and/or Experience: Requires High School diploma or equivalent plus sixty semester units or the equivalent from an accredited college or university in Administration of Justice, Public Administration, or a similar field of study, and possession of the Intermediate P.O.S.T. Certificate, or possession of the Advanced P.O.S.T. Certificate.

Requires a minimum of five years of law enforcement experience in a P.O.S.T. certified City or School District Police Department as a police officer and a minimum of two years of service with the Clovis Unified School District Police Department as a police officer.

Licenses and Certificates: Requires a valid California Driver's License and a good driving record. Requires an Intermediate P.O.S.T. Certificate. Requires current First Aid and CPR Certificates. Requires possession of a Chemical Agent Certificate (MACE, Pepper Spray)