Captain

Job Code 00001201

General Description
Responsible for the primary supervision of investigations, crime prevention activities, law enforcement, and other staff employees.

Examples of Duties
Respond to requests for police services, contact victims, and offenders.
Ensure all laws and constitutional rights are maintained by employees and the public.
Train and assist subordinates in their performance.
Develop and maintain portions of departmental budget.
Prepare invitations to bid.
Issue new equipment to current and new personnel.
Conduct hiring board and hiring recommendations.
Conduct internal investigations into alleged officer misconduct.
Delegate investigations and crime prevention follow up.
Brief director on major daily events or arrests and report status of current investigations.
Provide crime analysis for effective shift coverage.
Assist director in developing policy and procedures for the department.
Act for the director in his absence.
Coordinate emergency dispatch personnel.
Coordinate special events with members of university community.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Interpretation of laws, constitution, and regulations; State and Federal law regarding emergency radio and computer usage.

Skill in: Consoling victims and families of victims; in mediating disputes among employees.

Ability to: Read and understand signs, laws, court cases, legislative updates, Texas State policies and procedures, education code, penal code, liquor code, and fire code; prepare internal investigations; develop policies and procedures; compile report; prepare budget for department; develop crime statistic; analyze and project spending of budget.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
**Other Requirements**
Must be a TCLEOSE Certified Peace Officer