

SAN DIEGO UNIFED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Police Captain	REPORTS TO:	Chief, Police Services
DEPARTMENT:	School Police Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	038 AASD
ISSUED:	July 29, 2014		

BASIC FUNCTION:

Assist in planning, developing, implementing, and managing all security plans and programs for the district; organize and manage a staff of sworn officers and other personnel engaged in providing districtwide security and protective services; administer staff development and training programs for department personnel.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Serve as a peace officer of the State of California as authorized by Section 830.32 of the California Penal Code and Section 39670 of the California Education Code. **E**

Assist in planning, organizing, and managing all departmental activities. **E**

Assist in coordinating the deployment of personnel for the purpose of investigating crimes against persons and property, officer training, internal affairs investigations, dispatching and communication, crime report routing, distribution, and file maintenance, department fleet maintenance, emergency response activities including fire and intrusion alarms, and staff assignments and evaluations. **E**

Work with site administrators to provide on-site security services and coordinate departmental activities with school administrators. **E**

Collaborate with the San Diego Police Department and other local law enforcement agencies, prosecutor offices, and courts on training and criminal matters. **E**

Represent the Chief of Police at meetings and on department approved committees. **E**

Assume the role and responsibilities of the Chief of Police in his/her absence. **E**

Interpret district security policies and procedures for staff and public. **E**

Manage the livescan fingerprinting unit and volunteer screening process. **E**

Assist in the activation and operation of the Emergency Operations Center (EOC). **E**

Attend and participate in legal hearings and trials. **E**

Prepare written recommendations and revise policies and methods related to police operations at the request of the Chief of Police. **E**

Present law enforcement programs related subjects to pupils, community groups, and district staff. **E**

Manage Peace Officer Standards and Training (P.O.S.T.) requirements related to employee training files and background investigations. **E**

Review investigations generated by department staff and recommend appropriate action to the Chief of Police. **E**

Assist with the screening, assigning, and evaluating department staff. **E**

Manage personnel conducting difficult, sensitive, and confidential investigations. **E**

Assist in department budget development and administration. **E**

Assist the Chief of Police in handling organizational issues, administrative matters, and the implementation of department policy. **E**

Manage employee performance and provide ongoing feedback as required. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with an associate degree in criminal justice, public administration, or related field, and six years of law enforcement supervisory experience; possession of the Supervisory Peace Officer Standards and Training (P.O.S.T.) Certificate is required. Assignments must have included investigative duties in internal affairs and crimes against persons and property.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Peace Officer Standards and Training (P.O.S.T.) Supervisory Certificate is required.

Certificate to administer First Aid.

United States citizenship.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced professional and technical investigative and law enforcement procedures.

Municipal and state codes.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

- Prepare reports, and correspondence Court procedures.
- Prepare cases for complaint and represent the district in court.
- Supervise, train, and evaluate the work performance of department personnel.
- Coordinate and implement projects.
- Apply budgeting principles and procedures.
- Assume responsibility and make independent judgments.
- Operate standard office equipment including microcomputers and related software applications.
- Establish and maintain effective working relationships with pupils, staff, law enforcement agencies, and the public.
- Communicate effectively orally and in writing.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work. Must be able to perform assigned duties within emergency and stressful environments.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports. Must be able to perform and qualify with a firearm pursuant to State law.

HAZARDS:

Contact with dissatisfied or abusive individuals.

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