

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****POLICE CAPTAIN**

**SALARY SCHEDULE: ADMINISTRATIVE - F**

**COST CENTER: DEPARTMENT OF SAFETY, SECURITY & EMERGENCY MANAGEMENT (9035)**

**QUALIFICATIONS:**

- (1) Must have a high school diploma or GED.
- (2) An Associate's Degree or equivalent credit hours to an Associate's Degree from a recognized accredited college or university is preferred.
- (3) It is preferred a candidate has a recognized Command Schools. Examples include, but not limited to:
  - a. Federal Bureau of Investigation (FBI) National Academy
  - b. Southern Police Institute (SPI) Administrative Officers Course (AOC)
  - c. Southern Police Institute (SPI) Command Officers Development Course (CODC)
  - d. Saint Leo University Command Officer Management School (COMS)
  - e. NC State University Administrative Officers Management Program (AOMP)
- (4) Have served a minimum of one (1) year as a Sergeant with the Sarasota County Schools Police Department
- (5) A minimum of ten (10) years of law enforcement experience or possess similar experience with same or above rank with time in service with another law enforcement agency.
- (6) Special law enforcement knowledge, training, or experience in
  - a. personnel management
  - b. internal affairs
  - c. criminal investigations
  - d. tactical procedures
  - e. officer safety
  - f. rules of arrest, search, and seizure.
- (7) Be FDLE Certified or Certifiable.
- (8) Must pass a background investigation, polygraph examination, drug test, physical examination, and psychological evaluation.
- (9) Possess a valid Florida driver's license or ability to obtain a Florida Driver's license in accordance with the law.
- (10) Be a credible witness in court.
- (11) Citizen of the United States
- (12) The Chief of Police retains the discretion to offer job positions both internally and externally, to meet the needs of the police department.
- (13) Preference should be given to qualified internal applicants, if possible.

**KNOWLEDGE, SKILLS AND ABILITIES**

- (1) Knowledge of the principles, methods, and techniques of modern police practices, equipment and requirements, applicable laws, and court rulings. Ability to apply this knowledge to the operations of the Sarasota County Schools Police Department.
- (2) A thorough knowledge of the department's General Orders, Operations Manual, and Department organization.
- (3) Knowledge of organization and administration principles and practices, including budget preparation and execution.
- (4) Plan, coordinate, and command the operations and activities of subordinate personnel and supervisors.
- (5) Ability to research and develop departmental policy, methods, and procedures to accomplish work objectives.
- (6) Ability to develop, prepare, and review complex or non-complex administrative operating reports and records and give oral and written presentations and reports.
- (7) Ability to communicate ideas clearly and concisely both orally and in writing to the Chief of Police and subordinates.

## **POLICE CAPTAIN (Continued)**

- (8) Ability to establish effective working and supervisory relations with supervisors, subordinates, partnering agencies, community stakeholders, and the public.
- (9) Ability to plan, organize, supervise and evaluate the work of subordinate supervisors and personnel.
- (10) Ability to discipline and motivate subordinate personnel as required.

### **REPORTS TO:**

Chief of Police

### **JOB GOAL**

To ensure that the Sarasota County Schools Police Department provides high-quality and ethical police services to the citizens of Sarasota County and to the employees, students, and visitors of the school district.

### **SUPERVISES:**

Exercises supervision over the personnel assigned, directly and through subordinate supervisors.

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Plans, organizes, coordinates, and supervises the operations and personnel assigned to their division.
- \* (2) Schedules and assigns personnel, equipment, and resources to provide efficient and effective services for the security and safety of all campuses, students, staff, visitors, and property owned, leased, or rented by the Sarasota County School board.
- \* (3) Researches develops, implements, and evaluates functional work objectives to accomplish the goals and missions of the Sarasota County Schools Police Department.
- \* (4) Researches, drafts, and recommends new and revised departmental work methods, procedures, and policies for review and approval by the Chief of Police.
- \* (5) Supervises operations, activities, and personnel; evaluates operations, personnel, and records to ensure compliance to department goals and objectives and identify deficiencies; develops means to correct weaknesses and increase the effectiveness of police services provided by the Sarasota County Schools Police Department, including training, discipline, maintaining a high level of morale, performance, and reviewing informal and formal subordinate performance evaluations.
- \* (6) Assists with preparing departmental budget requests, including grant applications to fund department programs and crafting status/achievement narratives on existing grants.
- \* (7) Implements and monitors the implementation of department policy and procedures in Sarasota County Schools Police Department field activities; initiates and conducts training/briefing sessions with subordinates, supervisors, personnel relating to new and revised policy and procedures, best practices, recent court decisions, new and revised federal or state statutes.
- \* (8) Serves as liaison between the department and all school district personnel, including senior administrators, school principals, directors, staff, students, parents, other agencies, and community stakeholders.
- \* (9) Answers non-routine and complex citizen complaints and requests for information concerning departmental operations, personnel, and activities; drafts correspondence as required; makes oral presentations before public groups.
- \* (10) Reviews the reports, records, and activities of subordinate supervisors and personnel to assure compliance with departmental standards; may conduct spot and on-site observations of subordinate activities in the field.
- \* (11) Reviews and performs the periodic formal and informal evaluation of subordinate personnel to ensure acceptable levels of work performance; may assist in developing work-related goals and objectives for subordinate personnel.
- \* (12) Develops reporting requirements and forms for departmental operations and summaries; reviews records, summaries as required; may prepare complex and detailed reports concerning departmental operations and problems.
- \* (13) Attends a variety of staff meetings, briefings relative to departmental operations and activities.
- \* (14) Prepares various reports and records relative to Sarasota County Schools Police Department activities and operations, special assignments, investigations.
- \* (15) Performs related non-routine and administrative/command duties as required and assigned by the Chief of Police.
- \* (16) Advise, update and make recommendations to the Chief of Police on all matters related to the Sarasota County School District Police Department and its operations.

## **POLICE CAPTAIN (Continued)**

- \*(17) Assists the Chief of Police in conducting hiring and background investigations.
- \*(18) Assist in developing safety-related training for schools, school personnel, students, and certain positions such as front desk personnel, campus security monitors, cafeteria monitors, and other personnel.
- \*(19) Assist the Chief of Police in designing and coordinating protection/security/response strategies for significant and special events held on school properties. These include but are not limited to graduations, athletic events, musical events, assemblies, protests, and walkouts. This also includes events sponsored by community groups and held on school properties.
- \*(20) Assist and support the district's vision for physical security, access control, visitor management, and other safety-related initiatives.
- \*(21) Assist the Chief of Police in identifying, implementing, and evaluating, policies, procedures, and best practices associated with school safety/security, public safety, law enforcement, and emergency management.
- \*(22) Assist the Chief of Police in conducting criminal history background screenings of all employees, contractors, vendors, and volunteers.
- \*(23) Assist the Chief of Police to direct and supervise the design, implementation, and activities of Safety Committees and Threat Assessment Teams.
- \*(24) Assist the Chief of Police in directing and supervising the required annual safety briefings and training at all schools and departments. Assist schools and departments in designing and conducting annual safety briefings and training.
- \*(25) Assist the Chief of Police to direct and supervise the annual physical audits and safety/security assessments of all schools and buildings in the District. Recommend corrective action to the Chief of Police and school administrators as appropriate.
- \*(26) Assist the Chief of Police to oversee emergency management requirements associated with opening schools as shelters during emergencies.
- \*(27) Serves as the shelter law enforcement supervisor when officers are assigned to a school shelter.
- \*(28) Assist the District in implementing effective Drug-Free Schools programs.
- \*(29) Performs administrative and supervisory work to plan, organize, coordinate, command, and evaluate the activities and operations of the Sarasota County Schools Police Department.
- \*(30) Law enforcement equipment including firearms, Taser Conducted Energy Weapon, handcuffs, chemical agents, police vehicles, PC-based office computers, CAD, RMS, legal references material, emergency communications equipment, and drug field tests.
- \*(31) Assumes the duties of Chief of Police in his absence.
- \*(32) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

## **PHYSICAL REQUIREMENTS:**

Captains are expected to meet the physical requirements of a Police Officer. Primary duties/activities are performed in an office environment; however, some of the essential duties/activities for this position may be outdoors and are served from a vehicle and on foot in extreme heat and varying environmental conditions. The job's duties subject this position to periods of high activity and stress under demanding conditions. A workday may include morning, day, and night hours. A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting. Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping are also required to carry out essential functions. At times, physical resistance from active subjects may be encountered. Captains are expected to be able to operate efficiently throughout the entire Use of Force Continuum.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of work year and hours of employment shall be established by the District.

## **EVALUATION:**

Performance of this job will be evaluated in accordance of the Police Department general orders and provisions of the Board's policy on evaluation of personnel.

**POLICE CAPTAIN (Continued)**

**Job Description Supplement No. 1**

\*Essential Performance Responsibilities