



EMPLOYEE NAME: _____

Revised: 1/08, 10/12, 7/13; 11/14, 6/15; 6/18;10/20

JOB DESCRIPTION

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| POSITION TITLE: Captain, CCSD Police Department | JOB CODE: 490G |
| DIVISION: Operational Support | SALARY SCHEDULE: Professional/Supervisory |
| DEPARTMENT: CCSD Police Department | WORKDAYS: 238 |
| REPORTS TO: Chief of Police | PAY GRADE: Rank B (NK02) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Provides supervisory leadership of CCSD Police Department personnel during daily operations; on-scene commander for the Cobb County School District during Critical Incidents and Crime Scenes; manages and conducts criminal investigations;; works to ensure a safe and secure environment for CCSD students and staff ; works with and assumes the responsibilities of the chief of CCSD police department in his/her absence. | |

REQUIREMENTS:

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| 1. | Educational Level: Bachelor’s degree or its equivalency required (2 years of exempt level experience = 1 year of college) combination of experience and education may be used to meet the degree requirement |
| 2. | Certification/License Required: POST Certification as an instructor and In-Service Training |
| 3. | Experience: Minimum 10 years law enforcement supervisory experience |
| 4. | Physical Activities: Capable of actions required in rigorous training required by the police academy |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Provides supervisory leadership of CCSD Police Department personnel in law enforcement and procedural matters during daily operations, special events, patrol operations and emergency operations in accordance with Federal, State, and local laws and the police and/or procedures of the school district. |
| 3. | Conducts and manages criminal investigations; responds to and makes decisions related to Critical Incidents and Crime Scenes; participates in stakeout operations at selected sites as needed. |
| 4. | , Maintains morale of personnel and reviews the work of lieutenant, sergeants, police officers and clerical staff. |
| 5. | Assumes the duties and responsibilities of the chief of CCSD police department in his/her absence. |
| 6. | Assigns CCSD Police Department personnel to work locations and to all other duties as required; assists in recommendations of qualifications and standards for employment of personnel assigned to the department. |
| 7. | Develops departmental police forms; supervises the maintenance of records and reports related to police activities under supervision; reviews reports prepared and submitted by subordinates. |
| 8. | Responds to emergency situations including, but not limited to, reported felony crimes in progress, fire alarms and burglar alarms. |
| 9. | Receives and conducts investigations of complaints on CCSD Police Department personnel; coordinates investigations involving other CCSD personnel through HR; informs the leadership and learning office and the chief of CCSD police department of suspected criminal activity. |
| 10. | Adheres to laws governed by the United States, the State of Georgia, the County of Cobb, Departmental policy and the Cobb County Board of Education Policy and Regulations. |
| 11. | Writes and disseminates administrative and policy directives. |
| 12. | Works with the chief of CCSD police department in implementing and coordinating district-wide programs. |
| 13. | Develops and submits plans for improved departmental work management; provides supportive training to the CCSD special response teams in relation to critical incidents. |

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| 14. | Develops departmental training programs and lesson plans, maintains all training files; supervises and/or instructs departmental training as mandated by the chief of CCSD police department; coordinates training to other essential CCSD staff. |
| 15. | Cooperates and assists local school principals with safety and security issues. |
| 16. | Serves as liaison between the Cobb County Police Department, Cobb County Sheriff's Office, City police agencies and the Cobb County Court System. |
| 17. | Manages the State Certification Program |
| 18. | Maintains Instructor certification through Georgia's POST. Serves as a training administrator for the department through the Georgia Police Officers Standards and Training Council (P.O.S.T.). |
| 19. | Manages the property and evidence room; ensures proper documentation of evidence. |
| 20. | Manages records division; processes open-records requests, compiles and disseminates monthly reports (Uniform Crime Reports – UCR, Unsafe Schools, etc.). |
| 21. | Maintains and oversees department inventory; purchases equipment (uniforms, safety gear, radios, and office supplies). |
| 22. | Manages testing and conducts reference and employment history for new hires. |
| 23. | Assists/advises on budgetary matters pertaining to safety and security issues. |
| 24. | Remains available for call on 24-hour basis seven days a week. |
| 25. | Performs other duties as assigned by the chief of CCSD police department. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____