



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Police Administrative Captain/ Training Officer
Department:	Public Safety
Reports To:	Chief of Police

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed

General Function (Description):

This exempt management position requires a clearly demonstrated history of effective and efficient leadership skills, decision making, interpersonal skills and sound judgement. The Police Administrative Captain is the administrative commander for the University Police Department. The Police Administrative Captain assist the Chief of Police to ensure that police administrations including investigations, patrol, communications, parking enforcement, security, emergency operations and crime suppression are being effectively and per policy. The police captain also serves as one of the Assistant Emergency Coordinator for the campus and assists with all emergency operations plans, drills and coordination with outside safety and community partners. The Police Administrative Captain also serves as the Training Officer for the department. In addition, performs professional law enforcement work to maintain order to protect the public, maintain law and order on the campus, detect and prevent crime, direct and control traffic and investigate and apprehend suspects involved in criminal activity. Work is performed under general supervision of the Police Chief or designee. Also, assists in the administration of public safety for the University campus in accordance with University policy and all federal, state and local municipal laws.

This position requires knowledge of principles and practices of criminal justice, public safety, and customer service; federal, state, and local criminal laws and codes; court practices and procedures; methods and techniques used to conduct criminal investigations; knowledge of computers and related software. Applicant must possess the following skill: conducting effective interviews and interrogations, using and maintain communication/report communication and interpersonal techniques, preparing oral and written reports; must be able to establish and maintain effective working relationships with the Clark Atlanta University Staff, Faculty, Students, Local and Federal Agencies.

Examples of Duties and Responsibilities:

Education

Bachelor's Degree in Criminal Justice, Political Science, Business or Public Administration or a closely related field required