

Sam Houston State University Human Resources

Staff Classification Description – Police Captain

Skill Category: Professional
Position (Employee) Class: 3N383 (E1)
Grade: 21
Date: 08/2016

Department: Public Safety Services

Educational & Experience Requirement: Associate's Degree in a related field. Bachelor's degree preferred. Minimum of twelve years law enforcement experience with at least five years as a Lieutenant. Must be currently employed with SHSU Police Department with at least ten continuous years of service. Must hold Texas Commission on Law Enforcement (TCOLE) master peace officer certification and a Basic Instructor License. Must have completed Advanced Law Enforcement Rapid Response Training (ALERRT) Level I and FEMA 300 and 400 level trainings. Completion of four additional specialized trainings from a departmental approved list is required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs overall supervision of supervisors for the Sam Houston State University Police department. Performs regular patrols to prevent crime, suppress disturbances, arrest offenders, and give aid and information to all citizens as circumstances require. Enforces all University, State and local laws. Handles departmental duties such as purchasing, special projects and assisting with policies and procedures.

Supervision Given & Received: Works under general direction and provides supervision for lower grade supervisors, officers, and administrative support employees.

Primary Responsibilities: Supervises and manages duties such as planning, organizing, leading, directing, controlling and assessing all regulatory activities in an assigned operational area. Checks for adherence to performance standards, personal appearance and conduct of subordinates. Makes evaluations of subordinate's work. Plans and conducts in-service training programs, explains new laws, policies and procedures. Prepares various reports and helps prepare the department's annual budget. Audits expense accounts and other expenditures. Assists in the recruitment, interviewing and pre-employment investigations of new personnel. Works with local law enforcement personnel, judges, district attorneys, colleges and other officials. Helps maintain good departmental image. Performs other related duties as assigned.

Other Specifications: Requires good physical condition. Various contacts with off-campus agencies, state and local law enforcement agencies, vendors and courts. (TCOLE - Texas Commission on Law Enforcement) This position may be designated as a Campus Security Authority (CSA).

Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.