

Job Title: Police Captain

FLSA Status: Nonexempt

Reports to: Chief of Police

Salary Range: \$68,000 – 82,000

Dept./School: Police Department

Date Revised: August, 2024

Primary Purpose:

Under the supervision of the Police Chief, the Police Captain is responsible for supervision of personnel and administrative duties; performing the full range of duties of a police officer; maintaining and enforcing municipal, county, and state laws and ordinances as well as district policies, directives, and standards.

Qualifications:

Education/Certification:

High school diploma or GED

Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)

Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of overall operations of a police department

Knowledge of criminal investigations, police report writing, and criminal law

Ability to manage personnel

Bondable as required by Texas Education Code §37.081(h)

Ability to plan establish responsibilities and organize work of officers and other staff

Ability to work well with youth and adults

Experience:

Five years of experience as a fully commissioned police officer, preferred

Two years law enforcement experience in supervisory or command capacity, preferred

Major Responsibilities and Duties:

Personnel Management

1. Supervise personnel and administrative duties of assigned unit or team including the coordination of equipment and staffing based upon priority and scheduling of activities in assigned area of the district.
2. Schedule duty shifts of assigned unit or team.
3. Assign duties to officers and staff based upon priority and scheduling of district-wide activities.
4. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.

5. Prepare, review, and revise police department job descriptions.
6. Prepare and coordinate trainings along with presentations.

Law Enforcement

7. Responsible for the oversight of subordinate officers and other staff.
8. Review police reports, logs, and investigative case reports.
9. Ensure that all calls from campuses concerning crisis situations, accidents, and reports of crime are being responded to.
10. Ensure that all criminal offenses occurring within district's jurisdiction are being investigated.
11. Evaluate arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
12. Participate in investigating law violations, obtaining evidence, compiling information regarding crimes, preparing cases for filing of charges, testifying in court, and related activities.
13. Assist with investigating and making recommendations on all complaints and accusations made against district police officers or staff.
14. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
15. Stay abreast of recent court rulings pertaining to police activity and ensure proper administration of the law to minimize liability.
16. Work cooperatively with other police agencies to share information and provide other assistance.

Safety

17. Be present as necessary for administrative activities requiring official police oversight.
18. Provide for security and traffic control at athletic events, school closings or openings, or at any other time.
19. Provide protection to or escort district personnel as needed.
20. Operate all equipment including firearms according to established safety procedures.
21. Use sound judgment and effectively communicate with and elicit information from emotionally distraught citizens.
22. Follow district safety protocols and emergency procedures.
23. All other duties as assigned by the Chief of Police.

Administration

24. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
25. Oversee management of the property room for storage of weapons, contraband, and other items confiscated on district property.
26. Coordinate vehicles and equipment maintenance and repair.
27. Monitor and reconcile expenditures with budget availability.
28. Verify requisitions, purchase orders, and invoices to ensure accuracy.
29. Maintain vendor files, set up new accounts and make changes as they occur.
30. Assumes command of the department in the absence of the Chief of Police.
31. Assist with preparing an operational budget.
32. Conduct internal investigation as assigned by the Chief of Police.

Supervisory Responsibilities:

Supervise and evaluate investigator(s), assigned police officers, and safety officers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals.

Posture: Prolonged sitting and standing.

Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving.

Lifting: Moderate lifting and carrying (15–44 pounds).

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel.

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

Beeville ISD Job Description

Police Captain

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

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