



Professional – Job Description

Job Title: Captain (Police Dept.)

Pay Grade: PD 07

Min \$48, 913/ Mid \$58,930/Max \$68, 947

Reports To: LISD Chief of Police

FLSA Status: Exempt

Department: Police Department

Minimum Duty Days: 226 days

Primary Purpose:

Captain of the department will have authority in matters of police, operations and discipline. Under administrative directions, assists in the administration and supervision of the Police Department. Directs, manages, supervises, and coordinates activities and operations within the Police Department. Coordinates assigned activities with other division, departments, and outside agencies. Provides highly responsible and complex administrative support to the Chief of Police; and assumes command of and responsibility for the department in the absence of the Chief of Police.

Minimum Requirements:

- Bachelor's Degree from an accredited institution
- Certified as a peace officer as prescribed by the Texas Commission on Law Enforcement Standards and Laredo ISD
- Five years of experience in a law enforcement agency
- Administrative experience in a law enforcement agency
- Masters peace officer certification
- Valid Texas driver license

Special Knowledge/Skills:

- Demonstrates ability to work effectively and harmoniously with administrators, teachers, and other staff members.
- Demonstrates ability to communicate effectively both in written form and orally.
- Possesses technical skills necessary to perform essential job requirements such as email functions, correspondence, formal written reports, creating databases and power point presentations.
- Treats all people with dignity and respect.
- Has the ability to train and supervise subordinate personnel.
- Ability to follow and give verbal and written instructions.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Demonstrates knowledge of applicable state, and local laws, regulations and LISD policies.
- Ability to communicate in English & Spanish verbally and in writing.

Major Responsibilities and Duties:

1. Assists the Chief of Police in planning, directing, coordinating, and controlling Police Department operations.
2. Assumes management responsibility for services, programs, projects, and activities within the Police Department; coordinates the activities of sworn and non-sworn personnel in preserving

order, protecting life and property, investigating crimes, and in enforcing laws and municipal ordinances as the operating manager of assigned divisions.

3. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.
5. Studies crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organizations and operating policies and procedures; prepares reports regarding crime incidents, calls, staffing, projects, and other indicators of department effectiveness and efficiency.
6. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel; oversees the conduct of background investigations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Participates in the development and administration of the Division' annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
9. Researches and develops grants for assigned programs; oversees grant implementation.
10. Oversees and controls the purchasing, maintenance, and inventory of assigned Police Department equipment, vehicles, and property; oversees and participates in major purchases including researching vehicles and equipment, obtaining price quotes, negotiating purchase.
11. Maintain a positive working relationship and foster a sense of trust and respect with human resources administrators, campus and department administrators, LISD Police Department and other law enforcement partners.
12. Maintain information database for tracking, reporting and analysis.
13. Confer with staff, police officers and others as necessary to obtain information or resolve problems; contacts command/supervisory personnel by radio, telephone, pager/beeper, voice mail, etc., for emergency response and critical incident communications.
14. Provide assistance to other police officers as needed; perform flexible unit assignments as needed in emergency response.
15. Participate in any required Law Enforcement trainings as coordinated through LISD Police Department and in order to maintain appropriate certification and comply with TCOLE requirements.
16. Receives and follows all directives or duties given by the LISD Police Department Chief of Police.

Supervisory Duties: Supervise and evaluate performance of police officers, security guards, telecommunications officers, clerical staff, and other members of the department.

Equipment Used: District vehicles, firearms, handcuffs, alarm systems, security camera systems, police equipment, radio system, personal computer, printer, and other office equipment.

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving

Lifting: Moderate lifting and carrying (less than 15 pounds)

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date