



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Police Captain

Reports to: Chief of Police
Department: Police Department
Number of Days: 200 Day Contract
Compensation: Grade 16
Overtime Status: Non-Exempt
Date Job Revised: May 21, 2011

Position Summary: The Police Captain position is an essential member of the management team. He will be considered to be of the same level of rank as the Criminal Investigator and will serve under the Assistant Chief of Police.

Qualifications/Job Requirements:

Education:

- HS Degree or Equivalent.

Specialized Knowledge, Licenses, etc:

- Must be an Oklahoma State certified police officer by CLEET.
- Must possess a valid Oklahoma Drivers License.

Experience:

- A minimum of 5 years of law enforcement experience.

Specific Training/Skills:

- Ability to relate to and effectively communicate with all socio-economic groups.
- Must understand the role of a School Resource Officer and have the ability to diffuse situations where necessary and be able to respond appropriately when force is needed.
- Must have a CLEET Basic Instructor Certification.
- Must possess exceptional communication skills and interpersonal skills.

Physical Requirements (If Applicable):

- Must be able to pass the prescribed agility test. Pass is measured by the ability to complete at least one complete step in all of the following:
 - ✓ Sit-ups
 - ✓ Push-ups
 - ✓ Able to run/walk 1.5 miles without stopping
 - ✓ Able to lift 50 pounds
 - ✓ Able to finish the cone agility course as set
 - ✓ Able to shoot a qualifying course of fire on the CLEET approved firing range test

Other:

- Must be able to pass a written examination, thorough background check and an oral board examination.

Scope of Authority (If Applicable):

- Personnel employed by the Tulsa Public Schools Police Department and those under contract to the district for providing security services.

Customer Contacts:

- Internal: Faculty, staff and employees of the Tulsa Public School system.
- External: Students, parents and community members who utilize our educational system and/or facilities.

Duties and Responsibilities:

- Develop, schedule and keep records for training for department personnel, particularly training declared as mandatory by CLEET or by statute.
- Serve as the representative of the Department when necessary at public functions, meetings or events where a representative of the TPS PD is expected or required.
- Will be responsible for scheduling security needs for all special events or at sites where extra security is necessary for the event including but not limited to all athletic contests, school sponsored events after hours, outside party use of TPS facilities, etc.
- Is considered the primary field supervisor for all Uniformed Personnel and will be expected to answer calls for service and assistance from uniformed personnel or TPS Administrators. Appraisal of field performance and correction of actions is expected whenever field personnel are in need of such. This includes both sworn and non-sworn personnel
- Is expected to be present at certain special functions, specific athletic events or circumstances where security issues are of concern even when such functions are after hours.
- Will be the primary contact for complaints by school officials pertaining to TPS PD Uniformed Employees.
- Prepare basic crime reports, take witness statements and conduct preliminary or intensive follow up investigations as deemed necessary.
- Will assist in documentation of performance for uniformed personnel.
- Any other additional duties as required.
- Position is hourly, 200 days, non-exempt.