

**GODDARD USD 265**  
**CLASSIFIED JOB DESCRIPTION**

**POSITION:** USD 265 Police Captain

**RESPONSIBLE TO:** USD 265 Chief of Police

**EVALUATED BY:** USD 265 Chief of Police

**TERMS OF EMPLOYMENT:** Classified Position  
Hourly rate of pay, 12 months

**PURPOSE OF POSITION:** Follow procedures to insure the safety and security of all school district students, staff members and visitors, school grounds, property and buildings.

**SUMMARY:**

1. This is commissioned law enforcement work providing police protection at School District facilities.
2. Work involves enforcement of laws, rules, policies and regulations applying to the State of Kansas, School District, surrounding municipalities and units of government. Patrols assigned areas, supervises subordinates, exercises full law enforcement powers, conducts criminal investigations, collects evidence and prepares appropriate reports.

**ESSENTIAL DUTIES:**

1. Security of all district grounds, property, and buildings is a primary responsibility. All board of education property should be checked with consistency before, during and after regular school hours to insure safety for students and staff members.
2. Contact each school principal or his / her designee as needed to check on student, teacher, staff, parent or patron needs. Follow-up with appropriate building administrator regarding support given or information received concerning any special needs or requests.
3. Supervise and participate in the investigation of reports of crime, prepare appropriate reports, Conducts investigations and prepares pertinent documents to insure accurate reporting in accordance with uniform criminal reporting procedures.
4. Perform job duties and responsibilities in a race and ethnicity neutral manner.

5. Provide assistance to USD 265 administrators on issues involving other law enforcement agencies conducting criminal investigations involving USD 265.
6. Respond to school district fire and security alarm systems as directed by the Chief of Police.

#### **OTHER DUTIES:**

1. Perform other duties as prescribed and directed by the Chief of Police and/or the Superintendent of Schools.

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

1. Knowledge of the rules and regulations of the police department, pertinent Board of Education Policies, City ordinances and regulations, State and Federal laws.
2. Knowledge of the geography of the School District and adjoining areas and locations requiring special police attention.
3. Knowledge of principals, practices, and procedures of police work.
4. Knowledge of first aid and skill in its application.
5. Knowledge of the rights of criminally accused.
6. Knowledge of criminal investigation techniques.
7. Knowledge of general law enforcement practices and procedures.
8. Knowledge of the laws governing search and seizure.
9. Knowledge of interview and interrogation techniques.
10. Knowledge of surveillance techniques.
11. Proficient in the use and utilization of modern office and technology related equipment, including, but not limited to: copying, scanning and facsimile transmission equipment, personal computers, word processing, spreadsheet and database applications, web browsers, smart tablets and phones.

#### **REQUIRED QUALIFICATIONS:**

1. High School diploma or equivalent. Some college preferred, degree desirable. Such experience and training as the Chief of Police and/or Superintendent of Schools may find appropriate and acceptable.
2. Valid Kansas Driver's License.
3. Current Kansas Law Enforcement Officer Certification and fulfilment of annual continuing education requirements as prescribed by state law and the Kansas Commission on Peace Officers' Standards and Training.
4. Demonstrated aptitude and competence for assigned responsibilities.

#### **ATTENDANCE REQUIREMENTS:**

1. As required by the Chief of Police and/or Superintendent of Schools. Work hours/days may vary and overtime is likely.

## **PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS:**

1. Requirements may include, but are not limited to, prolonged sitting and/or standing, physical strength to move, lift, pull or push heavy objects, or materials up to and including the weight of a human being. The flexibility and agility for bending, stooping and reaching.
2. The safe and proficient operation of police vehicles and included emergency equipment as well as other school district vehicles.
3. Job may require some travel.
4. Must be able to work efficiently and with the ability to maintain poise and control under noisy, crowded and stressful situations and environments.
5. Will be required to work in any and all weather / temperature and lighting conditions.

## **PERFORMANCE STANDARDS / EVALUATION:**

1. Must demonstrate support of the school district mission, goals and objectives.
2. Must meet all job standards in a time sensitive manner as determined by the Chief of Police and/or the Superintendent of Schools.
3. When not responding to calls for service, department members are expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position.
4. Must meet all district safety requirements.
5. Maintain safe care and control of authorized equipment and vehicles including firearms.
6. Use a variety of communications skills and special techniques to interact formally and informally with community groups and individuals.
7. A performance evaluation will be conducted according to district policy by the employee's supervisor or their designee.

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Employee's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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USD #265 Police Chief's Signature

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Date