



## Savannah State University Position Description – Captain /Deputy Chief

### ***POSITION DESCRIPTION***

Position Title: Captain / Deputy Chief FLSA Status: Exempt  
Reports to: Chief of Police  
Department: Public Safety  
Date Prepared: June 4, 2008 (Revised)

### ***BASIC FUNCTION***

This position exists to create a reasonably safe and secure campus environment that supports student, and faculty development, educational and social growth and staff support.

### ***NATURE & SCOPE***

Reporting to the Chief of Police, the Captain / Deputy Chief is assigned as the executive supervisor of the Police Departments major Division components such as investigation, Internal Affairs and Special Operations. In addition to carrying out specific Division duties, the Captain / Deputy Chief may assume the duties of the Chief of Police in his / her absence.

Inspects and oversees the functions of the Patrol Officers and Detectives to ensure compliance with the Departments policies, procedures, regulations, and standards.

Inspects personnel, facilities, equipment and tactics for safety and / or training needs; maintain liaison with the local municipalities and civic organizations to maintain a working relationship with those agencies.

### ***PRINCIPAL ACCOUNTABILITIES***

- Assist with the preparation of the Standard Operating Procedures manual for the department.
- Ensures background checks on potential employees are done in accordance with federal and state guidelines.
- Keeps the Chief informed of all operational activities on a day-to-day basis.
- Coordinates and encourages campus watch and community oriented safety programs and facilities input from the Faculty, Staff and Students to establish mutual trust between police officers and the community we serve.
- Organize and conducts training for Police Officers.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a four-year college degree or vocational/ technical school with equivalent training and experience. Must have Georgia Police certification, excellent customer service skills and high professional standards, including the ability to maintain confidentiality of highly sensitive information.