

District Police, Chief

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 221023

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

EVP, College Operations

Job Purpose

To oversee all facets of District police operations and provide leadership to the Department.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Selects, trains, and evaluates College police officers, safety officers, and dispatchers.
2. Directs proper investigation and follow up to crimes, misdemeanors, infractions of College policies, safety hazards, and motor vehicle accidents. Takes appropriate action or makes recommendations of appropriate action for problem solving and follow up.
3. Reviews police reports, logs, and investigative and case reports.
4. Develops and updates emergency management and crisis response plans, crime prevention initiatives, and disseminates information for crime prevention and other needs.
5. Participates in the development of annual division budget. Administers budget and monitors division expenses.
6. Gathers data and prepares reports to ensure compliance with federal, state, local, and College staff as required.
7. Responds to emergency calls on campuses, acts as an information resource, and approves law enforcement activities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Texas Penal Code, Texas Code of Criminal Procedure, Texas Family Code, Texas Education Code, and Texas Motor Vehicle Code.
- Current principles and practices related to safety and security.
- Investigative and interrogative procedures, and techniques and protocols for observation and memorization of critical details.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Hazardous chemicals and materials, first aid, and CPR.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, with occasional nights and weekends.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational, planning, and problem solving skills.
- Care, maintenance, and safe operation of firearms and impact weapons.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Effectively supervising, leading, and delegating tasks and authority.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Reviewing and preparing narrative and statistical reports and records.
- Preparing budgets and monitoring the disbursement of funds.
- Interpreting and applying rules, regulations, policies, and procedures.
- Operating motor vehicles during emergency, high-risk situations.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Occasional lifting of objects up to 50 pounds
- Required to physically restrain persons.
- Subject to extended periods of intense concentration in review of crime scenes, investigations and preparing safety and security reports.
- Subject to physical harm such as weapons and physical attacks.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and running.
- Work is routinely performed in office environments with occasional exposure to inclement weather and varying temperatures.

Work Experience

Required

- Five years work experience in law enforcement, including three years of law enforcement supervisory experience.

Preferred

- More than five years related work experience in supervising law enforcement.

Education

Required

- Associate's degree in a related field.

Preferred

- Bachelor's degree in criminal justice, political science, management, or a related field.

Licenses/Certifications

Required

- Valid Texas Peace Officer License, Advanced Peace Officer Certification and Texas Driver's License.
- Must meet all Texas Commission on Law Enforcement Officer Standards and Education requirements for employment as a police officer.

Other

Required

- Ability to successfully complete criminal background check, drug screen, and psychological and physical examinations prior to employment. Past supervisors may be interviewed for a reference.

Preferred

- Knowledge of College's and District Police Department policies, procedures, and standard operating practices.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.