

## District Police, Assistant Chief

**FLSA Status:** Exempt

**Pay Grade:** 28

**Job Title ID:** 282001

**Job Series/Job Family:** College Operations / Security Family

### **Reports To**

District Police, Chief

### **Job Purpose**

To assist the District Police Chief in security oversight of campus operations and to provide leadership to the Department.

### **Description of Duties and Tasks**

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

#### **Required**

1. May respond to emergency calls on campus, acts as information resource, and approves law enforcement activities. May direct 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.
2. Assists with development and implementation of annual plans to improve departmental accountability, effectiveness, and professional development.
3. Reviews police reports, logs, and investigative and case reports.
4. Assists with development, update, and implementation of emergency management and crisis response plans, crime prevention initiatives, and disseminates information for crime prevention and other needs.
5. Assists with planning and implementation of effective safety procedures.
6. Oversees annual Police work performance evaluation process.
7. Serves as the District Police administrator as assigned in the absence of the District Police Chief.

### **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.
- 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.
- Maintaining confidentiality of work related information and materials.

- 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.
- Developing strategic directions for the division and developing annual plans and objectives.
- Communicating with violators and mediating difficult situations.
- Operating motor vehicles during emergency, high-risk situations.

### **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.
- 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 dangerous vehicles and physical attacks.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects (up to 50 pounds) such as gun belts, equipment, suspects, files, and evidence.
- Work is routinely performed in office environments with occasional exposure to inclement weather and varying temperatures.

### **Work Experience**

#### ***Required***

- Four years experience in law enforcement with two of those years at the law enforcement supervisory level or above.

#### ***Preferred***

- More than four years related work experience.

### **Education**

#### ***Required***

- Associate's degree in a related area.

#### ***Preferred***

- Bachelor's degree in criminal justice, political science, management or 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***

- Must have reliable transportation for travel throughout ACC District. 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 ACC 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.