

District Police, Lieutenant

FLSA Status: Exempt

Pay Grade: 19

Job Title ID: 282002

Job Series/Job Family: College Operations / Security Family

Reports To

District Police, Assistant Chief

Job Purpose

To oversee crime prevention and criminal investigations and administrative activities of the District Police Department, and to manage campus police operations and officer training.

Description of Duties and Tasks

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

Required

1. May serve as the law enforcement training coordinator for the District Police.
2. May serve as the Field Training officer program coordinator.
3. Approves and oversees crime prevention programs on assigned campuses.
4. Coordinates vehicles and equipment maintenance and repair.
5. Coordinates liaison activities for campuses when working with outside agencies and College personnel.
6. Reviews police reports, logs, and investigative case reports.
7. Gathers data and prepares reports to ensure compliance with federal, state, local, and College administrative directives as required.
8. Responds to emergency calls on campuses, acts as an information resource, and approves law enforcement activities.
9. Informs and works collaboratively with Campus Managers on all issues and operations related to campus safety and security, and to address identified campus needs and concerns.
10. May serve as the program manager for the Texas Police Chiefs Association Best Practices Recognition accreditation program.

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, Texas Motor Vehicle Code, and Texas and National Crime Information Centers (TCIC/NCIC)
- 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, which may include evenings, 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.
- Interpreting and applying rules, regulations, policies, and procedures.
- Communicating with violators and mediating difficult situations.
- Operating motor vehicles during emergency, high-risk situations.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships

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

- Four years work experience in law enforcement including two years law enforcement supervisory experience.

Preferred

- Four years work experience in law enforcement including two years law enforcement supervisory experience at ACC.

Education

Required

- High School diploma or equivalent.

Preferred

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Licenses/Certifications

Required

- Must meet all Texas Commission on Law Enforcement Officer Standards and Education requirements for employment as a police officer.

- Valid Texas Peace Officer License, Peace Officer Certification, Valid Texas Driver's License, and Texas TCLEOSE Instructor Certification.

Other

Required

- District Police Officers must be able to work at or on any District property and must be able to work any of three shifts covering twenty-four hours a day, seven days a week.
- Ability to successfully complete background check, drug screen, and psychological and physical examinations prior to employment. Past supervisors may be interviewed for a reference.

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.