



**ALVIN COMMUNITY COLLEGE**  
invites applications for the position of:

## **FT Chief - Campus Police**

<b>SALARY:</b>	\$5,833.45 - \$7,787.66 Monthly \$70,001.41 - \$93,451.88 Annually
<b>DIVISION:</b>	Office of Student Services
<b>DEPARTMENT:</b>	Police Department
<b>OPENING DATE:</b>	12/14/20
<b>CLOSING DATE:</b>	Continuous
<b>JOB SUMMARY:</b>	

This is a full-time Professional position. Should a review of your application result in the intent to pursue your candidacy, you will be contacted by phone or email for an interview. The salary will depend upon the directly related years of work experience.

\*\*\*Candidates who apply on or before January 3, 2021 are considered first pool. Candidates who apply after January 3, 2021 are considered second pool. If no candidate is selected from the first pool, candidates from the second pool will be considered. \*\*\*

### **APPLICATION STATUS**

Your application status will be updated throughout the review process.

### **TERMS OF EMPLOYMENT**

Requires flexible work schedule to meet program needs, which may include working days, evenings and/or weekends.

May require travel to our main campus in Alvin and/or to various offsite locations, including local high schools in Alvin, Danbury, Manvel and Pearland.

Requires the provision of **official transcripts** and/or **certifications** within (30) days of hire. Applicants with academic credentials from non-U.S. accredited institutions are required to have their coursework evaluated in terms of U.S. "equivalency." All international credential evaluations must be conducted by one of the companies affiliated with the National Association of Credential Evaluation Services, Inc. (NACES®) in order to be considered for a faculty position. Applicants bear the responsibility of requesting, paying associated fees, and obtaining an original transcript evaluation for submission to the Office of Human Resources. Please refer to the NACES® website for further information ([www.naces.org](http://www.naces.org)).

### **ESSENTIAL DUTIES:**

This position is responsible for the effective leadership, management and operation of the College Police Department including planning, organizing and directing the activities of the department and assuring that law and order is maintained, state laws and Alvin Community College Board of Regents policies are enforced and appropriate measures are implemented to prevent crime, protect the campus and ensure the public safety of the college community.

- Management of College's police and security officers, commissioned and non-commissioned

- Development and implementation of training programs for officers and staff
- Collaboration with local government, law enforcement and fire-fighting agencies
- Development of effective and collaborative working relationships with the various College departments and student organizations
- Planning and scheduling of work of subordinates ensuring proper distribution of assignments and adequate staffing, space and facilities for subsequent performance of duties
- Participation in public relations activities using departmental policies and procedures, city ordinances and other departmental information sources in order to increase public awareness of law enforcement's role in the community, representation for the department at community functions, and establishment of favorable community, media and other public relations.
- Responsible for compliance of Jeanne Clery Act and FBI uniform crime reports
- Responsible for compliance of Texas Law Enforcement Agency Racial Profiling Report
- Maintains records on employees to ensure compliance with state and federal laws
- Oversees key control and lock maintenance in conjunction with the Director, Physical Plant
- Maintains and service burglar alarms systems
- Ensures compliance for fire alarm systems
- Oversees all investigations concerning offenses, incidents and accidents
- Establish police procedures for first aid, transportation of injured persons; motor assist; emergency notifications, etc.
- Coordinate enforcement activities with the executive leadership team and work cooperatively to develop and implement preventative security and other safety programs.
- Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of the college
- Serve as the college's liaison to state and local law enforcement agencies and represent the college on assigned committees and task forces.
- Oversees transportation services, for drivers of college vehicles (i.e. driving records and insurance)
- Assist in the development of long range and master facilities safety plans to address growth and support the existing infrastructure.
- Prepare and submit for approval an annual budget in support of emergency management & safety.
- Use management practices that promote collegiality, teamwork, and collaborative decision making among staff members.
- Provide effective two-way communications channel with staff, faculty and students

### **WORK ENVIRONMENT**

Must be able to maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements, ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call up to twenty-four (24) hours a day.

### **PHYSICAL DEMANDS**

Frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift (100) pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **MINIMUM QUALIFICATIONS:**

- Associate's degree in law enforcement, public administration, criminal justice or related field
- Must be a Certified Texas Peace officer

- TCOLE Master Peace Officer Certification required
- Five (5) years administrative experience as a Captain or higher rank, including three (3) years in supervising police personnel or
- Seven (7) years administrative experience as a Sergeant or higher rank, including three (3) years in supervising police personnel.
- Incumbent should have knowledge in occupational safety and possess a general working knowledge of fire and burglar alarm systems
- Knowledge of overall operations of a police department
- Knowledge of criminal investigations, police report writing, and criminal law
- Ability to manage budget and personnel
- Bondable as required by Texas Education Code §37.081(h)
- Strong public relations, organizational, communication, and interpersonal skills
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Thorough knowledge of applicable laws, ordinances, and department rules and regulations
- Advanced technical and working knowledge of school district operations
- Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Ability to coordinate district functions
- Ability to facilitate long range & master facilities planning and district demographic studies

## PREFERENCES:

- Bachelors degree preferred in law enforcement, public administration, criminal justice or related field

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.alvincollege.edu>

Position #2021-083  
FT CHIEF - CAMPUS POLICE  
DL

3110 Mustang Road  
Alvin, TX 77511  
281-756-3639

[HR@alvincollege.edu](mailto:HR@alvincollege.edu)

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## FT Chief - Campus Police Supplemental Questionnaire

- \* 1. Do you have an Associate's degree or higher in law enforcement, public administration, criminal justice or related field?
- Yes    No
- \* 2. Do you have a Bachelors degree or higher in law enforcement, public administration, criminal justice or related field?
- Yes    No
- \* 3. Do you have five (5) years administrative experience as a Captain or higher rank, including three (3) years in supervising police personnel?

Yes  No

\* 4. Do you have seven (7) years administrative experience as a Sergeant or higher rank, including three (3) years in supervising police personnel?

Yes  No

\* 5. Are you a Certified Texas Peace officer?

Yes  No

\* 6. Do you have your TCOLE Master Peace Officer Certification?

Yes  No

\* Required Question