

Police Captain - Central Campus

FUNCTION: Assists and supports the Chief of Police in the management and administration of the police department while supervising and directing police classified and civilian personnel.

REPORTS TO: Chief of Police

SUPERVISES:

- Police lieutenants
- Sergeants
- Civilian personnel as assigned

Essential Job Functions:

- Assists the Chief of Police in planning, directing, coordinating, and controlling police operations while also serving as advisor and administrative support in matters related but not limited to personnel assignments, equipment needs, technology, and special events planning.
- Oversees daily operations of assigned units/functions; provides guidance and direction to department personnel regarding daily assignments, major projects, special events, and emergency situations.
- Assures that the department provides effective customer-oriented campus security services while actively enforcing laws and regulations (including parking regulations), responding to emergencies, and recognized best law enforcement practices.
- Endeavors to sustain and advance the department's mission while employing the principles of community policing and recognized best Law enforcement practices.
- Participates in the development and implementation of goals, objectives, policies, and priorities consistent with college goals and objectives.
- Researches and prepares applications for grant funding and oversees grant implementation.
- Manages investigations of employee misconduct, prepares reports, and makes a recommendation to the Chief of Police regarding disciplinary action if warranted.
- Serves as liaison to other local law enforcement and public safety agencies to maintain an effective interagency working relationship. Also, coordinates interagency police operations and/or activities during major incidents following National Incident Management System (NIMS) protocols.
- Serves as acting chief in the chief's absence and assumes duties and responsibilities associated with that position as needed or assigned.
- Assists with the preparation of police department budget.

- Authors, edits, and/or coordinates the preparation of correspondence, reports, and/or other printed materials while ensuring accuracy and readiness for presentation/publication.
- Ensures compliance with all San Jacinto College administration security and police-related policies and guidelines.
- Serves as a model of excellence, and supports, promotes, and emulates the college's values while directing, supervising, motivating, and providing leadership to department staff and officers.
- Participates in administering the performance management system for all officers and employees.
- Represents and is an ambassador for the department and college at meetings/functions as assigned by the chief of police.
- Ensures department policies and procedures are followed.

Additional Job Functions:

- Attend meetings as required.
- Counsel personnel as required.
- Serve as alternate property and evidence custodian.
- Assist with criminal investigations when necessary.
- Remain abreast of developments in the field of campus security, crime prevention, law enforcement, and emergency preparedness.
- Evaluate performance of assigned staff and offer constructive advice in an effort promote employee growth.

Knowledge, Skills and Abilities:

- Working knowledge of Microsoft office software to create correspondence, reports, and presentations as needed.
- Knowledge of local, state, and federal laws and regulations pertaining to police operations including but not limited to the Texas Penal Code, Texas Code of Criminal Procedures, Texas Family Code, Texas Education Code, Jeanne Clery Act, and Texas Motor Vehicle Code.
- Knowledge of organizational structure, operating procedures, and workflow of police operations as well as standard supervisory principles and practices.
- Able to maintain discipline and respect of employees while supervising and directing sworn and non-classified personnel in law enforcement and crime prevention related tasks.
- Must be decisive while exercising good judgement.
- Possess strong analytical and problem-solving skills while demonstrating resourcefulness to address problems to achieve successful outcomes.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with others both inside and outside the organization.
- Ability to recognize and maintain confidentiality of sensitive information when warranted

Required Education:

- Bachelor's Degree from an accredited institution of higher education
- Three (3) years of experience as a police lieutenant, or equivalent, or higher rank or,
- One (1) year of experience as a police lieutenant, or equivalent, or higher rank and a master's degree from an accredited institution of higher education, and a graduate from an

advanced police management program such as the FBI ·National Academy, the Leadership Command College of the Law Enforcement Management Institute of Texas, FBI-LEEDA, Southern Police Institute Command Officer Development Course or Administrative Officer Course, or Northwestern University Center for Public Safety School of Police Staff and Command.

Preferred Education:

- Master's degree in criminal justice or related field
- Completion of an advanced management and leadership training such as the FBI National Academy, Police Executive Research Forum's Senior Management Institute for Police, or other comparable state law enforcement command college

Required Experience:

- Ten (10) years of experience as commissioned law enforcement officer
- Six (6) years of progressive advancement in supervisory and administrative capacities

Preferred Experience:

- Five (5) years of major command responsibility as a police lieutenant, or equivalent, or higher with successful experience supervising peace officers in a law enforcement agency

Required Licenses/Certifications:

- Advanced peace officer certification through TCOLE
- Hold a valid Texas driver's license
- Field Training Officer certification
- Instructor Proficiency Certification
- Commissioned Police Officer

Preferred Licenses/Certifications:

- Master peace officer certification through TCOLE

Work Environment:

- General office
- Ability to travel to and from meetings, training sessions or other business-related events
- May be required to work after hours to include weekends, holidays, and special events
- The worker is subject to both environmental conditions. Activities occur inside and outside
- The worker is required to have visual acuity to operate motor vehicles

- Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site.
- Extensive public contact
- The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.

Physical Activity:

- Required to walk, stand, sit, use hands to handle situations or feel, reach with hands and arms, and talk to hear.
- Specific vision abilities required by this job include close vision and distance vision.
- Use of personal computing equipment, telephone, multi-functioning printer, photocopier, file cabinets, and calculator.
- Manual dexterity, ability to lift up to 25 pounds, ability to reach and bend, and use 2-step stool while safely lifting and lowering boxes

Note: The duties of this position require a physical presence at the assigned on-site work location during unrestricted operations with very limited or no opportunity for remote work arrangements.

Salary Grade: 34

Salary is based on the Board-approved salary schedule for the current fiscal year. [See Salary Schedule](#)

Requisition Number: req4397

Posting Close Date: 4/7/2023