

Police Lieutenant - Central Campus

FUNCTION: Management position responsible for performance of their assigned unit in fulfilling the mission of the San Jacinto College Police Department, providing leadership, support, development, and accountability for police personnel to include sergeants, officers, and civilian personnel. The police lieutenant shall provide strategic planning for their assigned unit and ensure that department personnel conform to the policies and procedures and general orders of San Jacinto College. Responsibilities also include providing for the safety and welfare of all students, faculty, staff and visitors; maintain peace and order on college owned property; enforce college rules, regulations, state and federal laws; and provide law enforcement services to the San Jacinto College community.

REPORTS TO: Chief of Police

SUPERVISES:

- Police Sergeants
- Police Officers
- Civilian Personnel

Essential Job Functions:

- Work closely with the college management team and administrators to ensure safety and security at college facilities.
- Serve as a member of the department's leadership team and assist in developing strategic plans to direct department activities
- Plan work activities for officers assigned to his/her division/shift.
- Direct the activities of the Sergeant's assigned to his/her division.
- Investigate allegations of misconduct against officers assigned to his/her supervision.
- Review reports for completeness, accuracy, and solvability factors, and approve documents per the general orders and procedures of the department.
- Maintain equipment, personnel, and other records.
- Approves/denies leave request(s) and ensures that adequate coverage is provided to provide a safe environment.
- Conduct sergeant(s)/officer(s) performance reviews.
- Participate in hiring board and make recommendations.
- Attends special event as a representative of the Police Department in the College.
- Supervise, coordinate, conduct and attend In-Service training.
- Conduct crime prevention surveys and make recommendations for improvements to facility services.
- Ensure compliance with Clery reporting requirements.
- Listen and discuss problems/concerns with subordinates.
- Provide personnel with appropriate administrative and technical support.
- May be required to work rotating shifts in a 24/7 environment, including evening weekends, and holidays.
- Need to remain calm during stressful situations, emergencies and disturbances and be a member of the emergency response organizations at an assigned location.

- May need to lift and move 25 lbs. without assistance.
- May need to run 100 yards without stopping and be expected to function upon completion.
- Perform other duties, task and assignments as required.

Knowledge, Skills and Abilities:

- Mediation skills
- Observation skills
- MS Office Program
- Local and State Laws
- Maintain confidentiality
- Possess and maintain a working knowledge of the Texas Education Code, Jeanne Clery Act, Family Educational Rights and Privacy Act, Title IX and The Violence against Women Act.

Required Education:

- Bachelor's Degree from an accredited institution of higher education.

Preferred Education:

- Graduation from an advanced police management program such as
- FBI-LEEDA, or
- FBI National Academy, or
- Leadership Command College (LEMIT_LCC), or
- Southern Police Institute Command Officer Development Course or Administrative Officer Course, or
- Northwestern University Center for Public Safety School of Police Staff and Command.

Required Experience:

- Minimum of six years of successful experience supervising peace officers in a law enforcement agency.

Required Licenses/Certifications:

- Valid Texas Driver's License
- Instructor Proficiency Certification
- Field Training Officer Certification
- Advanced Peace Officer Certification
- Commissioned Police Officer (TCOLE)

Work Environment:

- Office Environment
- May be required to work after hours to include weekends, holidays, and special events.
- Use of personal computing equipment, telephone, multi-functioning printer, photocopier, file cabinets, and calculator.
- Travel to and from meetings, training sessions or other business-related events.

Physical Activity :

- Lifting up to 25 pounds of force

- May frequently be required to walk, stand, sit use hands to handle situations or feel, reach with hands and arms
- Talk and hear
- Specific vision abilities required by this job include close vision and distance vision.
- Manual dexterity; ability to reach and bend
- Use 2-step stool while safely lifting and lowering boxes
- May need to run 100 yards without stopping and be expected to function upon completion.

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: 31

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

Requisition Number: req4395

Posting Close Date: 3/27/2023