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**Position Vacancy Notice**

**Tyler Junior College**

**Tyler, TX**

**June 15, 2022**

Tyler Junior College (TJC) is seeking highly motivated individuals who will thrive in a dynamic environment. TJC is dedicated to providing a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life, and community service. We strive to be a premier institution of higher education and have an outstanding record of academic quality, offering bachelor's degrees, associate degrees, certificates, and technical training programs.

**JOB TITLE** Lieutenant – Campus Police  
**REPORTS TO** Chief of Police, Campus Police

**CLASSIFICATION** Support  
**STATUS** Full-time, Regular 12 mo., Non-Exempt  
**PAY BASIS** Salary \$55,000 annually

**APPLICATION DEADLINE** July 15, 2022

To apply: <https://tjc.csod.com/ats/careersite/JobDetails.aspx?site=1&id=784>

**POSITION DESCRIPTION\***

**Function:** To provide responsible administrative, supervisory, and enforcement skills in the commissioned law enforcement services of the Tyler Junior College District.

**Scope:** Responsible for supervising police personnel within the support or operations divisions of the police department. Exercises independent judgment within limits prescribed by law, Policies and Procedures of the Board of Trustees, institutional rules and regulations and Chief of Police departmental policies and procedures. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

**ESSENTIAL FUNCTIONS and DUTIES**

- Perform law enforcement duties on the property under the control and jurisdiction of the Tyler Junior College District.
- Provide effective leadership to those within their assigned division.
- Preserve the peace by the use of all lawful means, interceding, when authorized by law, to prevent or suppress crime.

- Investigate criminal offenses to detect and arrest criminals, and recover stolen or lost property.
- Enforce traffic law by detecting violations, making violator contacts, placing violators in custody, or issuing citations or warnings.
- Give testimony in the criminal courts of this state and the United States. are various written reports narrating law enforcement and police activities.
- Perform other related duties as required

## **COMPETENCIES**

### ***Knowledge, Skills, and Abilities.***

Proficient with all equipment utilized in the performance of assigned duties, including but not limited to firearms, restraints, less-lethal force weapons and techniques, automobiles, communications equipment, personal computers, investigative and surveillance equipment.

## **QUALIFICATIONS**

**Required Education:** Accrued a minimum of 45 credit hours from an accredited institution of higher education and meet the Texas Commission on Law Enforcement Advanced Peace Officer Proficiency Certification requirements.

**Preferred Education:** Obtained a bachelor's degree from an accredited higher education institution and met the Texas Commission on Law Enforcement Master Peace Officer Proficiency Certification requirement.

All college credit hours must be reported to TCOLE before beginning the promotion assessment.

## **EXPERIENCE**

**Required:** At the time of the promotional assessment, the applicant must have held the rank of sergeant for two continuous years successfully, or held the rank of lieutenant or higher for one year successfully, and has a total of five years' as a full time commissioned peace officer.

**Preferred:** At the time of the promotional assessment, the applicant be currently serving as a sergeant continuously for two years successfully or currently serving as a lieutenant or higher for one year successfully, and has a total of five years as a full-time commissioned peace officer.

### ***Other Expectations***

- Must successfully complete the promotion assessment, including passing a written promotion exam administered by the Chief of Police
- Must successfully pass a thorough background investigation, if not already employed by TJC.

- Must be able to provide credible testimony in a court of law
- Applicants must not have any disciplinary action, other than a demotion, above the level of verbal counseling within twelve months of applying. Applicants must not have demoted due to disciplinary action, pending disciplinary, or while under criminal or administrative investigation at any point before applying.

## PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS

- Working conditions involve exposure to variable weather conditions and working days, evening, or night with varying days off and holidays
- Work involves a degree of hazard
- Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above the head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding

*\*The position description is not inclusive of all responsibilities and expectations and maybe amended with or without prior notice.*



This document is intended for informational purposes only and does not constitute any agreement on the part to Tyler Junior College to provide employment to or benefits for any prospective, active, or retired employee regardless of status or classification. Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.