



Central Texas College (TX) Campus Police Lieutenant

SALARY	Depends on Qualifications	LOCATION	Killeen-Central Campus
JOB TYPE	Full-Time Salaried	JOB NUMBER	202500069
DIVISION	Security Services Administration	DEPARTMENT	Security Services
OPENING DATE	02/19/2026	CLOSING DATE	3/31/2026 11:59 PM Central

Summary of Position

Serves as second in command of the agency and assumes command in the absence of the Chief of Police. Manage and supervise police personnel and operations, exercise sound judgment in the general supervision of police and campus safety officers. Assists the Chief of Police in developing, administrating, coordinating, and implementing departmental policies, procedures, programs, and activities. Performs a variety of routine and complex public safety work in the performance and administration of patrol techniques, criminal investigations, internal investigations, traffic enforcement and regulation, and other related law enforcement functions and/or activities. Ensures the safety and welfare of the entire Central Texas College Campus, its facilities, staff, faculty, students, and guests.

Education and Experience

Bachelors Degree from a US Regionally or Nationally accredited university required, Masters preferred.

TCOLE Master certification

Successful completion of at least one of the following professional development training programs or its equivalent is preferred:

- Law Enforcement Management Institute of Texas (LEMIT) Leadership Command College (LCC)
- Southern Police Institute (SPI)
- FBI National Academy

Knowledge Skills and Ability

- Successful completion of a Basic Police Academy required.
- Eight(8) years of related work experience required.
- Three (3) years of related Command experience required.
- TCOLE instructor certification preferred.
- TCOLE Firearms Instructor Certification preferred
- TCOLE Rifle Instructor certification preferred
- ALERRT Certified Instructor preferred.
- Texas Police Chiefs Association Best Practices (Accreditation) Program Manager preferred.

Essential Functions

- Ability to establish and maintain a positive and effective working relationships with students, subordinates, peers, supervisors, and the public.
- Ability to supervise, train, and evaluate employees; organizing, prioritizing, and scheduling work assignments.
- Ensure personnel files are maintained according to TCOLE standards. Knowledge of vehicle inspections and maintenance procedures
- Must be proficient in the operation of a patrol vehicle to include installed equipment.
- Must meet minimum annual weapons qualification as mandated by TCOLE requirements.
- Must be proficient in the use of PC operating system, mobile networking computers with windows applications or programs and word processing.
- Must have the ability to complete written reports upon investigation of complaints of criminal activity or suspected criminal activity.
- Demonstrated good written and oral communications skills.
- Demonstrated fundamental proficiency in grammar, punctuation, spelling and sentence structure.
- Ability to comprehend, interpret, and evaluate relevant information from various types of source materials.
- Considerable knowledge of and proficiency in modern law enforcement principles, procedures, techniques, and equipment.
- Must be knowledgeable in local, state and federal law, the Texas Education Code, surrounding city ordinances, and campus rules and regulations.
- Has advanced knowledge of campus and local City geography (street and building) locations. Ability to exercise sound judgment in evaluating situations and in making decisions including taking law enforcement action and making arrests.
- Must have the skill to operate tools and equipment pertinent to the position to include but not limited to the police patrol vehicle, police radio, handgun and other lethal and non-lethal weapons such as the side handle baton or ASP, handcuffs; first aid and safety equipment including the AED; and may have to show proficiency with those tools on an annual basis.
- Ability to perform work requiring good physical conditioning.
- Knowledge of College and department procedures for investigating and resolving complaints.
- Ability to follow and give good verbal and written instruction; including the verbal or written counseling of subordinate employees.
- Ability to provide clear instructions and guidance to callers in emergency situations and relay instructions or questions accurately and clearly to Bell County Communications or any arriving first responder.
- Ability to organize assigned communications; work and develop appropriate work methods in accordance with established procedures.
- Ability to read and discern visual images on a variety of electronic media.
- Working knowledge of the basic principals in Crisis Intervention and Active Shooter techniques.
- Serves as second in command of the Police Department and assumes command in the absence of the Chief of Police. Provides oversight of all administrative and operational functions of the department.
- Provides input and assists with preparation of annual budget preparation and researches equipment purchase requests. Monitors budget expenditures.
- Assist in the hiring and evaluating performance of department personnel. Conducts annual performance evaluations and counsels subordinate personnel on acceptable job performance, performance issues, and disciplinary matters. Ensures that subordinate officers are in proper uniform as outlined in the department's uniform policy, and conducts periodic inspections of said uniforms and equipment. Supervises and reviews background investigations on prospective new hire employees or officers and ensures TCOLE compliance throughout the hiring process.
- Conducts internal investigations for alleged violations of employee misconduct at the direction of the Chief of Police and supervises division-level investigations.
- Serves as the Field Training Program administrator and meets with Field Training officers to ensure adherence to departmental standards and works toward recruit officer success. Also administers the Field Training Program for Campus Safety Officers and meets with trainers to ensure adherence to departmental standards. Supervises police and campus safety officers in their assigned duties on the shift assigned. Makes schedules for shift changes and daily personnel assignments as required by the needs of the shift, the department, and the College; manages activities and events on campus requiring security services.
- Responds to calls for service; fire alarm calls; provides direction to others at the scene; ability to obtain and analyze facts to reach logical conclusions. Monitors campus fire alarm panel for alarms or trouble codes and notifies

facilities management personnel to take corrective action as needed. Emergency alert system or facilitate the activation through the Marketing and Community Outreach department as needed.

- Maintains liaison with local law enforcement agencies on all aspects of law enforcement. Maintains and facilitates radio communication with Bell County Communications by receiving and relaying information, including confidential information, to authorized personnel and responding units at the scene of a campus emergency.
- Reviews and approves a variety of police-related incident and offense reports to ensure NIBRS compliance. Maintains a daily crime log.
- Supervises and conducts follow-up investigations of crimes committed on campus. Seeks out and questions victims, witnesses and suspects. Develops leads and tips, searches and processes crime scene for clues; gathers, analyzes and evaluates evidence, make arrests and transport prisoners to jail.
- Prepares and reviews detailed reports being prepared for trial, and consults with prosecutors. Prepares reports for court action with emphasis on the evidentiary and legal issues crucial to successful prosecution.
- Assists the Chief with the formulation of tactical plans for the execution of search warrants, emergency preparedness, and surveillance operations.
- Makes daily bank pick-ups and deposits as required.
- Monitors installed camera surveillance systems as needed; obtains video evidence of crimes committed. Opens or secures buildings and/or rooms; monitors electronic access control program; electronically locks and unlocks interior and exterior doors as needed.
- Ensures the notification of appropriate College personnel in the event of a campus emergency or mechanical breakdown of CTC equipment/vehicles and maintains open communications to the College administration on the status of campus emergencies.
- Assists with conducting campus orientations, presentations, and training; community-oriented policing and crime prevention programs on campus for students, staff, and guests.
- Patrols the campus via motor vehicle, bicycle, ATV or foot and may have to walk, run, jump, stoop, climb or crawl in the apprehension of criminals and in performance of the job. Conducts and assists Risk Management with building lockdown and evacuation/fire drills.
- Maintains and updates the Campus Sex Offender registration list each semester. Supervises open records requests. Other duties, as assigned. Serves as a victim assistance officer for the department as needed.
- Ensures compliance with TCOLE training standards to include meeting the biannual training requirements and ensures personnel are up-to-date with defensive tactics training and less-lethal weapons.
- Ensures compliance with site integrity for TLETS terminal.
- Assist with departmental policy development, implementation, and review.
- Manage the Texas Police Chiefs Best Practices program (attaining accreditation, maintaining standards for reaccreditation).
- Serves as the department's Rangemaster and ensures compliance with TCOLE firearms training and qualifications for all personnel.
- Establishes and maintains a working environment conducive to professional standards, positive morale, quality, creativity, and teamwork.

EEO Statement

Central Texas College District and its operating units, divisions and sponsored activities prohibits discrimination on the basis of any protected class including, but not necessarily limited to race, color, gender, national origin, age, religion, genetic information, disability, veteran status, sexual orientation, gender identity or transgender status. Inquiries about Title IX, sexual misconduct can contact the Title IX Coordinator, Larry Murphy through email to rdepartment@ctcd.edu or call 254-501-3028.

Employer

Central Texas College (TX)

Address

P.O. Box 1800

Killeen, Texas, 76540

Phone

Website

<https://www.ctcd.edu>

Campus Police Lieutenant Supplemental Questionnaire

*QUESTION 1

How many years active-duty law enforcement experiences do you have?

- No Experience
- Less than 5 Years Experience
- 5 Years Experience
- 6 Years Experience
- 7 Years Experience
- 8 Years Experience
- 9 Years Experience
- 10 Years Experience
- More than 10 Years Experience

*QUESTION 2

Do you have successful completion of at least one of the following professional development training programs?

- No I do not have any of the below listed professional development
- Law Enforcement Management Institute of Texas (LEMIT) Leadership Command College (LCC)
- Southern Police Institute (SPI)
- FBI National Academy
- Law Enforcement Command Officer Program (LECOP)

*QUESTION 3

Do you hold a TCOLE Firearms instructor certification? (Certificate must be uploaded to the application)

- Yes
- No

*QUESTION 4

Do you hold a TCOLE Instructor certification? (Certificate must be uploaded to the application)

- Yes
- No

*QUESTION 5

How many years of related Command experience do you have?

- No Experience
- Less than 3 Years Experience
- 3 Years Experience
- 4 Years Experience

- 5 Years Experience
- More than 5 Years Experience

***QUESTION 6**

Do you have a Bachelor's Degree from a nationally, regionally or identified at the state level accredited institution of higher education? (If yes, then transcript must be uploaded with degree conferred date)

- Yes
- No

***QUESTION 7**

Do you hold a Master Peace Officer Certification issued by TCOLE? (If yes, then certification and license must be uploaded)]

- Yes
- No

***QUESTION 8**

Do you hold a TCOLE Rifle Instructor certification? (If yes, then certification must be uploaded)

- Yes
- No

***QUESTION 9**

Are you a ALERRT Certified Instructor? (If yes, then certification must be uploaded)

- Yes
- No

***QUESTION 10**

Are you a Texas Police Chiefs Association Best Practices (Accreditation) Program Manager?

- Yes
- No

***QUESTION 11**

Are you a Veteran of the US Armed Forces?

- Yes
- No

*** Required Question**