

## **TCOLE - Captain, Training Providers**

To apply for any posted position with the Texas Commission on Law Enforcement, please register or log in at

<https://capps.taleo.net/careersection/407/jobsearch.ftl>

*Resumes are not accepted in lieu of State of Texas application*

### **Description**

#### **Our Mission**

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

#### **Our Licensing and Education Division**

TCOLE's Licensing and Education Division ensures the integrity and effectiveness of key law enforcement programs across Texas. We oversee the licensing and appointment of peace officers, jailers, and telecommunicators, the state's law enforcement training curricula, as well as all TCOLE training academies and providers. We oversee the School Marshal program, Texas Law Enforcement Peer Network, the High School Pipeline to Criminal Justice program and new agency/training provider creation.

#### **Who We're Looking For**

The Texas Commission on Law Enforcement (TCOLE) is seeking a Captain to lead the teams overseeing law enforcement academies and training providers located at 6330 E HWY 290, Suite 200, Austin, TX.

The Captain performs highly advanced (senior-level) administrative, investigative law enforcement supervisory and regulatory compliance work. This position leads and supervises Licensing and Education staff in the development, planning, and coordination of compliance audits, inspections, and reviews of law enforcement training providers. The Captain oversees staff in applying agency rules and standards, providing technical assistance to training providers, and conducting or overseeing investigations in compliance. This position ensures quality, consistency, and professionalism of law enforcement training programs statewide. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Supervises assigned staff and coordinates with other agency divisions and external stakeholders.

The salary range is dependent prior state service as a Commission Law Enforcement Officer. The job class is 9911. This is a Salary Schedule C – Commissioned law enforcement position at [salary group C06](#), with a salary range of \$127,283 - \$138,581.

### **Examples of Work Performed**

Supervises the activities of assigned staff conducting on-site audits, inspections, and compliance reviews of law enforcement academies and training providers to ensure adherence to established standards, rules, and regulations.

Coordinates and oversees the planning and scheduling of regular audits, site inspections, and reviews of academies and training providers.

Reviews audit findings and reports for quality, accuracy, and appropriate recommendations; ensures findings are properly documented and supported.

Confers with training provider administrators, state officials, other government representatives and other stakeholders concerning training program activities and compliance requirements.

Reviews and approves compliance reports and correspondence to academies and training providers and stakeholders.

Provides regulatory consultation and technical assistance to training provider and law enforcement agency administrators, directors, instructors, and other educational and support personnel.

Provides proactive guidance to training provider leadership to support voluntary compliance, helping providers identify potential issues early and implement corrective actions before problems escalate.

Develops and monitors corrective action plans for training providers with identified compliance deficiencies.

Analyzes audit findings, complaints, or trends to identify root causes of compliance deficiencies and collaborates with staff and training provider personnel to develop effective corrective action strategies.

Prepares and presents written reports and briefings to TCOLE executive staff, the Commission, and other stakeholders.

Leads and participates in assigned special projects or interagency work groups.

Oversees, coordinates, and reviews the work of staff in collecting, evaluating, and reporting data and data analysis.

Supervises the development and continuous improvement of audit tools, procedures, and templates for training provider oversight.

Oversees, prepares, and submits reports and studies for program management, productivity, activity, and vehicle reports; Conducts program analysis and research studies.

Establishes and maintains liaison with other governmental agencies, training providers, educational institutions, and regulatory stakeholders.

Answers inquiries pertaining to legal, policy, or procedural information; and maintains and promotes engagement with internal and external stakeholders.

Oversees the agency's case management system.

Oversees, develops, conducts, and evaluates training programs.

Screens complaints for jurisdictional authority.

Leads or participates in special projects, task forces, and committees; advises on interpretation, application, and modification of program policies and procedures.

Conducts research, analysis, and correlation of records; prepares briefs, summaries, and special reports.

Proposes and modifies best practices and policies and procedures and provides guidance to staff.

Develops internal procedures to promote consistency, transparency, and accountability across all basic licensure academies and training programs.

Develops and delivers training and presentations for TCOLE staff, licensees, training providers, and academy personnel.

Prepares, presents, and testifies in court and official proceedings, including hearings and trials, and assist in initiating proceedings.

Assists in training new agents and administrative staff; develops and maintains professional knowledge and skills.

Participates in the development and implementation of new programs, initiatives, and policies, and rule changes related to training provider oversight and educational standards.

Supervises and evaluates assigned staff, provides coaching, mentoring, and performance feedback.

Testifies in formal administrative and criminal court proceedings.

Approves staff travel, leave, and payroll requests.

Schedules and monitors equipment maintenance and administers inspections.

Serves as representative at meetings, hearings, trials, committees, and conferences.

Performs other duties as assigned.

***This position includes travel (approximately 20% field work traveling by car throughout Texas and 80% office setting).***

## **Qualifications**

### **Required Education and Experience:**

- Bachelor's degree from an accredited four-year college or university in Criminal Justice, Criminology, Police Science or a related field.
- Five (5) years of full-time law enforcement experience as a Commissioned Officer.
- Law enforcement experience or education may be substituted for one another on a year-for-year basis.
- Two (2) years or more of investigative law enforcement work.
- Currently licensed as an Advanced Peace Officer (or higher) by the Texas Commission on Law Enforcement.
- Experience in a supervisory or as a team lead role.
- Ability to obtain TLETS and TCIC/NCIC Less Than Full Access Operator Certification within six (6) months of employment.
- Valid driver license.

### **Required Skills, Knowledge, and Abilities:**

- Ability to maintain the highest standards of security and safeguard critical infrastructure. This includes adhering to strict background checks, reporting any suspicious activities, and participating in security training and drills as required.
- Knowledge of Texas and federal statutes, rules, and regulations, including the Texas Penal Code, Texas Code of Criminal Procedure, Texas Occupations Code Chapter 1701, Texas Administrative Code Chapter 215, and other applicable codes.
- Knowledge of investigative principles, techniques, procedures, court procedures, practices, and rules of evidence.
- Knowledge of compliance audit procedures, regulatory enforcement, and administrative management processes.
- Skill in conducting compliance audits, regulatory enforcement, and applying investigative techniques and procedures, including interviewing, evidence collection, and the use of technology and equipment.
- Skill in utilizing modern office software (i.e., Microsoft SharePoint, Teams, Word, Excel, Outlook).
- Ability to conduct compliance investigations and audits, including collecting evidence, preparing cases for administrative action; analyze and report findings; and apply regulatory knowledge to compliance reviews and provide guidance.
- Ability to collaborate effectively with agencies and individuals; communicate clearly and effectively; and to serve as a lead, providing direction to others; and maintain professionalism and composure in challenging situations.
- Ability to maintain the highest standards of security and safeguard critical infrastructure. This includes adhering to strict background checks, reporting any suspicious activities, and participating in security training and drills as required.
- Ability to drive extended distances.

**Preferred Education and Experience:**

- Preferred certification with TLETS and TCIC/ NCIC Less Than Full Access.
- Experience conducting or managing audits, inspections, or compliance reviews.
- Experience in auditing, accreditation, or regulatory compliance in a law enforcement or educational environment.
- Proficiency in records management systems.

- Experience in auditing, accreditation, or regulatory compliance in a law enforcement training or educational environment.
- Experience with training program development, curriculum review, or educational assessment.

### **Physical Requirements:**

- Must be able to qualify at least annually on the TCOLE course of fire with a pistol, rifle, and shotgun.
- Must be able to safely and reliably operate a motor vehicle
- Standing for prolonged periods.
- Sitting for extended durations.
- Occasional need to lifting or carrying moderate to heavy items (up to 50 lbs).
- Climbing stairs, steps, and entering/exiting vehicles frequently throughout workday.
- Regular bending, kneeling, and reaching as part of daily activities.
- Extensive fine motor skills required for typing and writing.
- Visual and auditory acuity for effective observation, driving, and communication.
- Physical stamina for extended traveling and travel (up to 8 hours in a day).
- Must have the ability to evaluate evidence, assess credibility, and identify inconsistencies in statements and documentation.
- Required to exercise sound judgment in high-pressure situations, such as determining probable cause, assessing risks, and prioritizing investigative tasks.
- Ability to handle multiple investigations simultaneously while maintaining accuracy and efficiency in documentation and communication.
- Work requires the ability to manage multiple tasks simultaneously.
- Position demands strong problem-solving capabilities and effective communication skills.

### **Why work at TCOLE?**

Working for the Texas Commission on Law Enforcement (TCOLE) empowers you to make an impact on public safety while engaging in continuous learning within a supportive environment. You'll play a crucial role in upholding high law enforcement standards, collaborating with local agencies, and enhancing the well-being of Texans. As a Texas State employee, you will have access to our comprehensive benefit programs including:

- Comprehensive [health, dental, and vision](#) insurance plans with several types of coverage to state employees and their eligible family members
- 12 - 16 days of [annual paid holidays](#)

- At least eight hours of paid vacation and up to eight hours of paid sick leave each month for full-time employees
- Retirement options with the [State of Texas Retirement](#) that provide flexibility and security
- [Health and Wellness programs](#) including wellness leave, fitness and weight management programs, and personalized wellness tools
- TCOLE is a qualifying organization for the [Public Service Loan Forgiveness Program](#)
- The [Discount Purchase Program](#) provides access to an online marketplace offering discount on a wide range of products and services

**All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.**

***Equal Opportunity Employer*** -- TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

***ADA*** - In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

***Military Occupational Specialty Codes*** -- Military Specialty Codes that correspond to this job posting include MOS 31B, MOS 31D, MOS 31A, MOS311A, MA, 649X, 749X, IN, MST, INV, MSSD, MSSE, OAP 11, OAP 12, OAP 14, 86MO, MOS 11B, MOS 11C, 11Z, 18B, 18F, 18Z, 31B, 31D, 31K, 31Z, 35L, 35M, 11A, 18A, 31A, 35A, 180A, 311A, 351L, 351M, 7S0X1, NCIS Special Agent. More information can be found at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_LawEnforcement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_LawEnforcement.pdf)

***Veterans Preference*** -- Veterans, surviving spouses, and orphans of veterans may qualify for preference under Texas Government Code Chapter 657. Applicants who wish to claim

Veterans preference must provide official documentation at the time of application to verify eligibility.

**Benefits** -- For new hires and rehires, health insurance is available the 1st of the following month after a 60-day waiting period. More information about benefits is available at <https://ers.texas.gov/benefits-at-a-glance>