

TCOLE - Lieutenant, Agency Training Coordinator

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<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 Compliance and Standards Division

TCOLE's Compliance and Standards Division plays a critical role in upholding the integrity of Texas law enforcement by ensuring strict compliance with state licensing and training standards for all law enforcement personnel. The Enforcement Team conducts investigations of complaints and violations, performs background investigations, and prepares reports while providing testimony regarding licensees and agencies that fail to meet established standards. In addition to handling cases involving criminal charges against licensees, the division oversees training programs for TCOLE commissioned personnel.

Who We're Looking For

The Texas Commission on Law Enforcement (TCOLE) is seeking a Lieutenant, Agency Training Coordinator to lead training coordination and oversight activities located at 6330 E HWY 290, Suite 200, Austin, TX.

The Lieutenant, Agency Training Coordinator performs advanced investigative, administrative, training coordination, and consultative law enforcement work involving peace officers, licensees, and law enforcement agencies statewide. Serves as training coordinator, overseeing scheduling, logistics, and curriculum alignment for internal and external training initiatives. May provide leadership and direction to others. Works under limited supervision with considerable latitude for independent judgment and initiative.

The job class is 9910 and the salary range is dependent on prior state service as a Commission Law Enforcement Officer. This is a Salary Schedule C - Commissioned law enforcement position at salary group [C05](#), \$102,171 - \$120,695.

Examples of Work Performed

Conducts administrative, criminal, and business-related investigations on allegations of misconduct, and violations of laws, rules, and regulations.

Assists with developing and implementing training programs, including firearms and defensive tactics training.

Makes recommendations to assist Division management in ensuring the Division is using the most reliable, technically sound equipment and procedures.

Reviews Division policy and procedures and makes policy recommendations.

Develops and provides training and guidance on investigative techniques.

Conducts background and personal history investigations, reviews records, and verifies information.

Gathers, verifies, analyzes, and records evidence and property for investigations.

Plans, organizes, and documents investigative activities.

Identifies, contacts, and interviews witnesses, subjects, and relevant personnel.

Reviews completed investigations to ensure consistent and appropriate application of laws and policies.

Assists with research, purchasing, issuance and inventory of all peace officer equipment and supplies.

Reviews and approves, prepares, submits, and presents summaries and reports, including activity reports, case summaries, and investigative reports.

Summarizes and presents case findings to Executive Director and agency legal staff.

Performs audits of records, documentation, and agency policies.

Coordinates with other regulatory and law enforcement agencies, including county and district attorneys.

Establishes and maintains liaison with stakeholders, providing assistance to local, state, federal law enforcement and other regulatory agencies.

Testifies in administrative and criminal court proceedings.

Communicates and educates, formally and informally, from observations and investigative experience to assist agencies and licensees in processes and practices to prevent future violations.

Serves as a technical advisor and liaison to stakeholders to provide guidance on regulatory requirements, promote compliance with standards, and communicate implications of non-compliance.

Assists in the development and implementation of program guidelines, procedures, policies, rules, and regulations.

Obtains, executes, and serves legal documents such as subpoenas and warrants.

May develop and deliver training, education, and guidance to stakeholders in understanding requirements, improving processes, and preventing violations.

May conduct on-site inspections and compliance reviews of law enforcement agencies.

May participate in joint initiatives with other agencies.

May perform surveillance work.

Other duties as assigned

This position includes travel (approximately 30% field work traveling by car throughout Texas and 70% office setting).

Qualifications

Required Education and Experience:

- Bachelor's degree from an accredited four-year college or university in Criminal Justice, Criminology, Police Science, Education, 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.
- Satisfactory service as a Sergeant, TCOLE or equivalent position.
- Experience in performing investigative law enforcement work.
- Currently licensed as an Advanced Peace Officer (or higher) by the Texas Commission on Law Enforcement.
- TCOLE Instructor Proficiency Certification required.
- 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:

- Comprehensive 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.
- Comprehensive knowledge of investigative principles, techniques, procedures, and rules of evidence; law enforcement operations, practices, and professional standards.
- Comprehensive knowledge of training program development, analysis, implementation, and evaluation; adult learning principles and instructional design; and training compliance and accreditation standards.
- Knowledge of administrative management processes and personnel management.
- Skill in conducting investigations, including interviewing, evidence collection, crime scene security, and case preparation; interpreting and analyzing large data sets to identify trends and inconsistencies; applying investigative techniques using technology and equipment.
- Skill in problem-solving and exercising sound judgment in high-pressure situations; preparing concise reports, recommendations, and presentations; developing and delivering effective training programs.
- Ability to conduct investigations and assess evidence; interpret and apply legal standards to investigative work; evaluate training programs and assess training effectiveness.
- Ability to collaborate effectively with agencies and individuals of varying backgrounds and ranks; maintain security protocols and safeguard critical infrastructure.
- Ability to handle multiple training projects and investigations simultaneously while ensuring accuracy and efficiency in documentation.
- Ability to constructively supervise and evaluate the work of others; provide direction and guidance to training personnel and instructors.
- Ability to use and care for firearms and law enforcement equipment and travel extended distances in rural and urban areas.

- Ability to develop and conduct training programs for diverse audiences.
- Ability to assess training needs and recommend appropriate solutions.
- Ability to interpret laws, rules, and standards and apply them to training situations.
- Ability to communicate effectively both orally and in writing, including formal presentations and briefings.
- Ability to manage multiple priorities and projects with limited supervision.
- Ability to maintain professionalism and composure in challenging situations.

Preferred Education and Experience:

- Master's degree in Criminal Justice, Education, Training and Development, or related field.
- Experience in law enforcement training academy operations or administration.
- Experience in law enforcement training development and delivery.
- Experience with background investigations.
- Preferred certification with TLETS and TCIC/NCIC Less Than Full Access.
- Firearms Instructor Certificate preferred.

Physical Requirements:

- Must be able to qualify at least annually on the TCOLE course of fire with a pistol, rifle, and shotgun.
- Occasional need to lifting or carrying moderate to heavy items (up to 50 lbs).
- Must be able to safely and reliably operate a motor vehicle.
- Ability to handle multiple investigations and training projects simultaneously while maintaining accuracy and efficiency in documentation and communication.
- Standing for prolonged periods.
- Sitting for extended durations.
- 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.
- 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

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>