

# Del Valle Independent School District

## Police Lieutenant (3067)

### JOB POSTING

---

#### **Job Details**

Posting ID

**3067**

Title

**Police Lieutenant**

Description

**Primary Purpose:**

Assist the Chief of Police in managing the District Police Department. Responsible for supervision of personnel and the administrative duties in the department, in addition to performing the full range duties of a police officer. Maintain and enforce municipal, county, and state ordinances and laws as well as policies, directives, and standards of the district.

**Minimum Qualifications**

**Education/Certification:**

High School diploma or GED (recognized by the Texas Education Agency or a regional accrediting agency).

Degree in law enforcement or criminal justice, preferred

Active Peace Officer License and Advance Peace Officer Certification in good standing from the Texas Commission on Law Enforcement (TCOLE).

SRO training completed before employment or equivalent advanced training by the National Association of School Resources Officers

Meet minimal requirement for TCOLE SRO Certification Renewal annually.

Candidate must complete a TCOLE recognized First Line Supervision course within one year from the date of appointment.

Valid Texas driver's license and good driving record. Meet and maintain liability coverage and eligibility.

Bilingual preferred

Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50) paid by employee.

**Experience:**

Must have three (3) years of police supervisory experience

**Knowledge/Skills:**

- Knowledge of laws, rules and regulations applicable to the position
- Strong organizational, communication and interpersonal skills
- Demonstrate logical, effective problem-solving ability
- Training and ability to subdue offenders, including the use of firearms and handcuffs
- Strong relations, communication, and interpersonal skills
- Ability to work with students, parents, faculty, and community
- Ability to problem-solve, think critically and manage conflict under stress of time constraints and emotional witnesses/victims
- Pass the criminal history, drug testing, medical and psychological screening process
- Ability to work all shifts, holidays and weekends, and a variety of assignments as directed.

**Major Responsibilities and Duties:**

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

**Professionalism:**

The Educators' Code of Ethics is set forth in Texas Administrative Code to provide rules for standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community.

- Rule §247.1 Purpose and Scope; Definitions
- Rule §247.2 Code of Ethics and Standard Practices for Texas Educators

**Organizational Management:**

The Police Lieutenant assists with the organizational management activities such as the following:

- Assist the Chief of Police in directing the daily operations of the District Police Department and coordinate activities with department and campus administrators.
- Assist in supervising and evaluating performance of all police officers and civilian staff in the implementation of and adherence to all departmental rules and regulations.
- Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
- Investigate and make recommendations on all complaints and accusation made against District police officers or staff.
- Assist in the supervision and scheduling of police officers and staff assigned.
- Make sound recommendations relative to personnel selection, placement, transfer, retention, and dismissal.
- Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability. Assist with the preparation of required department reports and requests.
- Maintain secured property room for storage of weapons and contraband confiscated on district property.
- Compile, maintain, and file all reports, records, and other documents as required.
- Monitor radio traffic.
- Rotate with other supervisors for on-call status.

**Law Enforcement:**

The Police Lieutenant serves to enforce law enforcement activities such as the following:

- Ensure enforcement of all laws including municipal ordinance, county ordinances, and state laws within board policy and the jurisdiction of the district.
- Investigation of criminal activities that occur within the jurisdiction of the district or support other agencies conducting investigation.
- Use sound judgment and work with a minimum of supervision.
- Gather, assemble, analyze, evaluate and use facts and evidence; deal effectively with simultaneous activities. Quickly analyze situations and adopt effective courses of action.
- Patrol campuses for suspicious activity such as unauthorized persons on campus or unlawful activity.
- Arrest and book persons for law violations, as necessary, and testify in court, as needed.
- Review incident reports ensuring completion of all required forms.
- Review calls for service to ensure proper response and follow up is conducted.
- Respond to calls requiring peace officer intervention or service, and initiate activity where needed to ensure a safe and secure environment.
- Mediate complaints from the public regarding staff personnel, traffic complaints and officers.
- Enforce laws, policies and provisions of the Texas Penal Code, and the Code of Criminal Procedure Texas Education Code and DVISD policy manuals and code of conduct.

**Safety:**

The Police Lieutenant ensures district safety activities such as the following:

- Prepare police reports; identify and report potential safety and security hazards, conduct initial investigations, and act on community and district concerns
- Collaborate with district and campus staff who oversee safety protocols.
- Follow the department's safety procedures including procedures for safe handling and use of firearms.
- Assist in developing procedures for the safe handling and use of firearms.
- Administer first aid.
- Follows procedures of criminal law with particular reference to the apprehension of juvenile's, arrest and custody of persons and juvenile's committing misdemeanors and

- felonies.
- Know rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Effectively communicate with and elicit information from upset and irate citizens.
- Follow the district Emergency Response Guide and Emergency Operations Procedures (EOP).

**Qualities of an effective Police Lieutenant:**

The Police Lieutenant exhibits qualities such as the following:

- Perform all duties outlined in district procedures, rules and regulations, and policies.
- Work any hours, shifts, days or assignments given to include holidays, weekends, etc. as designated by supervisor.
- Serves as an appropriate, positive role model for students.
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
- Perform special duty assignments, overtime, protective details and all other duties required.
- Regular attendance and punctuality are essential functions of the job.
- Follow all safety and security procedures.
- Work effectively within a team.

**Additional Duties:**

Performs any other duties assigned by the Superintendent pursuant to Board policy.

**Supervisory Responsibilities:**

Assigned officers and staff

**Equipment:**

Computer, computer software programs and peripherals, radio equipment, video monitoring, scanner, printer, copier, fax, security, fire extinguisher and other equipment applicable to position.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

- Maintain emotional control under stress; prolonged hours; on call as assigned by supervisor
- Ability to work well with others in close proximity and while under stress
- Frequent interruptions and deadlines
- Prolonged sitting, standing, balancing, reaching, and repetitive hand motions
- Strenuous walking, climbing and running; frequent keyboarding and use of mouse; frequent driving
- Moderate lifting, stooping, kneeling, crouching and carrying (less than 40 pounds)
- Occasional crawling, pulling and pushing
- Extreme exposure to sun, heat, cold, and inclement weather, noise, low or intense illumination, vibration
- Occasional exposure to work around moving objects or vehicles, work on uneven surfaces, nights and rotating shifts.
- Significant hearing, speaking clearly and reflexes are necessary, depth perception, keen visual and distinguishing colors.
- Possible districtwide travel
- May be exposed to adverse and hazardous working conditions, including violent and armed confrontations in extreme cases.
- Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.
- Physical fitness tests and firearms qualifications are required twice a year.
- May involve routine exposure to blood or bodily
- Regular attendance is required for this position.

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.**

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$320.34 to 446.94 / 230 days</b>
<i>Salary Code</i>	<b>Daily Rate</b>	<i>Job Category</i>	<b>Professional</b>
<i>External Job Application</i>	<b>Professional Employee Application</b>	<i>Internal Job Application</i>	<b>Professional Employee Application</b>
<i>Location</i>	<b>Police Department</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>	<b>TCOLE Certification/License</b>		

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>11/17/2021</b>	<i>General Start Date</i>	<b>11/17/2021</b>
<i>Internal End Date</i>		<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Professional Reference Survey</b>
---	------------	-----------------------------	--------------------------------------