

Police Lieutenant - Central Campus

FUNCTION: Management position responsible for performance of their assigned unit in fulfilling the mission of the San Jacinto College Police Department, providing leadership, support, development and accountability for police sergeants and officers and non-sworn staff assigned. The police lieutenant shall provide strategic planning for their assigned unit and ensure that department personnel conform to the policies and procedures of San Jacinto College and the General Orders of the San Jacinto College Police Department. Responsibilities also include providing for the safety and welfare of all students, faculty, staff and visitors; maintaining peace and order on the property of San Jacinto College; enforcing College rules, regulations, state and federal laws; and providing law enforcement services to San Jacinto College.

MAJOR REPOSIBILITIES:

Essential Job Functions:

- Provide leadership and strategic direction for a major division of the San Jacinto College Police Department.
- Maintain quality control, consistency and balance in the delivery of police department services to San Jacinto College.
- Develop and maintain strong positive working relationships with SJCPD leadership, officers and non-sworn personnel as well as employees and leadership of the College.
- Mentor police sergeants and non-sworn supervisory personnel.
- Supervise and evaluate the performance of assigned sergeants and non-sworn supervisors.
- Ensure sergeants and non-sworn supervisors maintain adequate staffing for their assigned work unit to include scheduling days off, assigning overtime, approving time off and training requests, making adjustments for illnesses and injuries.
- Coach and develop assigned sergeants and non-sworn supervisors to achieve their best performance.
- Provide training opportunities for sergeants and non-sworn supervisors to enhance existing and develop new skills.
- Take operational command during emergencies and critical incidents.
- Instill a strong customer service and community policing philosophy within their assigned division of the police department.
- Conduct training programs in their areas of expertise for police department personnel.
- Maintain records to document the job performance of assigned sergeants and non-sworn supervisors.
- Provide regular performance feedback to members of their assigned division and provide guidance for improvement.
- Make critical decisions through analysis of available information and emerging problems to achieve effective solutions.
- In the absence of the Chief of Police, act as the representative of the police department with members of the College Strategic Leadership Team, Vice Presidents, Deans and Directors.

- Develop and maintain good working relationships with police commanders of law enforcement agencies with which the San Jacinto Police department interacts.

Additional Job Functions:

- Interact with strong, positive interpersonal skills.
- Excellent verbal and written communications.
- Provide quality control for the delivery of police department services and documentation.
- Ensure compliance with police department and College policies, orders, directives and guidelines.
- Innovative, comprehensive and analytical thinking.
- Ethical and honest in interactions with others and in the performance of duties.
- Exhibits appropriate critical thinking skills in the performance of job responsibilities.
- Supportive of police department and College values, mission statements, goals and objectives.

REQUIRED/MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Maintain confidentiality
- Possess and maintain a working knowledge of the Texas Education Code, Jeanne Clery Act, Family Educational Rights and Privacy Act, Title IX and The Violence against Women Act.

Required Education:

Meet one of the following experience and education requirements:

- Six (6) years of experience as a police sergeant, or equivalent, or higher rank and a high school diploma or equivalent, or;
- Five (5) years of experience as a police sergeant, or equivalent, or higher rank and an Associate's Degree from an accredited institution of higher education, or;
- Four (4) years of experience as a police sergeant, or equivalent, or higher rank and a Bachelor's Degree from an accredited institution of higher education.

Preferred Education:

- Bachelor's degree
- Graduation from an advanced police management program such as the FBI National Academy, the Leadership Command College of the Law Enforcement Management Institute of Texas, Southern Police Institute Command Officer Development Course or Administrative Officer Course, or Northwestern University Center for Public Safety School of Police Staff and Command.

Required Experience:

- Minimum of four years of successful experience supervising peace officers in a law enforcement agency.

Preferred Experience:

- Minimum of six years of successful experience supervising peace officers in a law enforcement agency.

Required Licenses/Certifications:

- Hold a current Texas Commission on Law Enforcement (TCOLE) Advanced or Master Peace Officer Certification
- TCOLE Instructor Certification

Work Environment

- Exposure to potential dangerous materials
- A San Jacinto College police lieutenant must be willing to work any shift or assignment including weekends, holidays, overtime, and special events. The nature of police work involves a high degree of risk and exposure to various hazards to include criminal offenses, emergency situations, traffic stops, severe weather conditions and a diversity of calls for service.

Physical Activity :

While performing the duties of a police lieutenant with San Jacinto College, the lieutenant may be required to sit, stand, drive, walk, run, stoop, crouch, kneel, crawl, push, use hands to finger, handle or feel objects, operate tools or controls, jump over, pull, carry, reach above head, lift, lower, grasp, hold, climb and balance. The lieutenant shall remain awake, alert and visually observant at all times, and have full use of arms, hands, and legs.

The salary is a minimum of \$88,000, plus additional amount dependent on education and prior law enforcement experience.

Salary Grade: 31

Salary is based on the Board-approved salary schedule for the current fiscal year. [See Salary Schedule](#)

Requisition Number: req3419

Posting Close Date: 12/31/2021