



**Temple College  
Lieutenant**

<b>SALARY</b>	\$54,000.00 - \$61,000.00 Annually	<b>LOCATION</b>	2600 South First Street Temple, TX
<b>JOB TYPE</b>	Full-Time (Staff)	<b>JOB NUMBER</b>	00196
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Campus Police
<b>OPENING DATE</b>	05/02/2023	<b>CLOSING DATE</b>	Continuous
<b>FLSA</b>	Non-Exempt	<b>FLSA</b>	Exempt
<b>SALARY GRADE</b>	Professional	<b>WORK SCHEDULE</b>	Shift assignment as determined by Chief. Flexibility to adjust schedule to meet departmental needs required. This is an on-site position. Essential duties of the role must be performed in-person, during prescribed work hours.

**Position Summary & Essential Duties**

*The following duties and responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties and responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements may be added over the course of time.*

**SUMMARY:**

Under direct supervision of the Campus Chief of Police, the Lieutenant will assist in developing, organizing, directing, and coordinating the College's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. Assists the Chief of Police in developing, administrating, coordinating, and implementing departmental policies, procedures, programs, and activities. Supervises Police Officers and other department employees in enforcing local, state, and federal laws and providing personal, real property, and equipment security throughout campus. Supervises investigations and approves documentation of crimes and incidents. Documents and presents evidence and provides legal testimony in court proceedings.

**Qualifications (Required and Preferred)**

**MINIMUM EDUCATIONAL AND WORK REQUIREMENTS (MINIMUM QUALIFICATIONS):**

Associate's degree and three (3) years of Supervisor experience at the rank of Sergeant or above.

Ability to complete a criminal background check, drug screen, and psychological and physical examinations before employment.

**PREFERRED:**

Current Master Texas Commission on Law Enforcement (TCOLE) Certification

**CERTIFICATION OR LICENSES:**

Current Advanced Texas Commission on Law Enforcement (TCOLE) Certification

**Job Duties and Responsibilities**

The incumbent will:

- In conjunction with the Chief of Police, provide leadership, guidance, and direction of the Temple College Police Department to ensure a safe and secure campus community.
- Supervise the work of subordinates.
- Provide law enforcement perspective, advice, support, and information to Temple College's leaders on policy and procedural changes that impact departmental operations.
- Assist in the hiring and evaluating performance of police department personnel.
- Support the Chief of Police with the oversight of all administrative and operational functions of the department.
- Assist in formulating policies and procedures related to the functioning of services during emergencies.
- Assist with developing, implementing, and coordinating district-wide training classes and drills for faculty, staff, Temple College Incident Management Team, and students.
- Plan, organize, administer, and coordinate a college-wide loss prevention and control program to identify and analyze potential exposure to loss.
- Direct and participate in the development of new programs, initiatives, and incentives to improve workplace safety.
- Ensure maintenance is complete and vehicles are operational.
- Respond to calls for service, including student, staff, or College emergencies or developing critical situations.
- Perform all duties of a licensed police officer within the context of a College environment.
- Issue keys to faculty and staff after appropriate personnel have made proper requests.
- Provide for the day-to-day operation of the department by maintaining proper staffing and immediate, front-line supervision.
- Ensure personnel files are maintained according to TCOLE standards.
- Ensure departmental equipment is accounted for with audits completed according to Texas Police Chiefs Association Best Practices and issue equipment according to departmental policy.
- Assist students, faculty, and other campus visitors with questions, and directions, issuing parking permits, opening buildings and classrooms, and various other activities.
- Conduct inspections of police personnel and equipment; Issue and account for police equipment.
- Represent the department at community and business meetings.
- Serve as head of the agency in the absence of the Chief and other duties as instructed by the Chief of Police.

These duties are not intended to be all-inclusive, with the incumbent performing other job-related duties as needed or assigned.

**SOCIAL CONSTRUCTS REQUIRED OF POSITION:**

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Be friendly and collegial with co-workers, faculty, students, staff, and visitors to the campus.

- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality. Keep work areas in a clean and orderly manner.

## Knowledge Skills and Abilities & Physical Demands

### KNOWLEDGE:

- Knowledge of laws, regulations, methods, and techniques.
- Knowledge of organizational structure, workflow, and operating procedures. Knowledge of vehicle inspections and maintenance procedures.
- Knowledge of College key set-up and distribution.

### SKILLS:

- Strong interpersonal and communication skills
- Skill in completing accident and criminal investigations
- Skill in providing protection services to individuals on campus

### ABILITIES:

- Ability to work effectively with a diverse community
- Ability to provide legal depositions and testimony.
- Ability to gather and organize legal evidence.
- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments.
- Ability to perform inspections and/or approve installations.

### PHYSICAL EFFORT:

Subject to physical harm such as weapons and physical attacks. May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases. Required to physically restrain persons. Subject to extended periods of intense concentration in review of crime scenes, investigations, and preparing safety and security reports. Subject to standing, walking, sitting, bending, reaching, kneeling, and running. Occasional lifting of objects up to 50 pounds or more.

### WORKING CONDITIONS:

Work is occasionally performed in an office setting. Moderate exposure to inclement weather and varying temperatures.

### HOURS REQUIRED PER WEEK:

40

### TRS/ORP:

TRS Only

### SUPERVISORY DUTIES:

Police Officers

### REPORTS TO:

Chief of Police

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### Agency

Temple College

### Address

Temple College  
2600 South First Street  
Temple, Texas, 76504

### Phone

### Website

