



Job Description

Job Title: Police, Assistant Chief

JTC: L13

Salary Range: D09

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Serves as second in command of the DCCCD police department and assumes the role of Commissioner, Public Safety and Security in his/her absence and performs related functions in that capacity. Develops, coordinates and provides leadership that fosters a safe environment for college locations and its constituents through enforcement of federal, state, and local laws, as well as compliance with DCCCD's policies and procedures and the law enforcement efforts within the area under the control and jurisdiction of the Dallas County Community College District (DCCCD).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of organizational structure, workflow and operating procedures of a police department; standard supervisory principles and practices; community policing and law enforcement procedures and requirements; local, state and federal laws and regulations; emergency management principles and use of force protocols. Knowledge of Texas Penal Code, Texas Code of Criminal Procedures, Texas Family Code, Texas Education Code and Texas Motor Vehicle Code.

Ability to analyze situations quickly, accurately and objectively in order to determine proper course of action. Handles situations firmly, courteously and tactfully. Utilizes computer technology to access data, maintain records and generate reports. Prepares incident reports, assists in case preparation and appears in court, as necessary. Maintains confidentiality of work related records, information and materials.

Able to initiate, establish, and maintain effective working relationships with individuals from various cultural backgrounds including subordinates, DCCCD community network, city officials, and the general public by maintaining a positive, cooperative, productive workforce atmosphere. Represents the police department at meetings, conferences and other public functions and stays up-to-date on current trends and innovations.

Coordinates the development of systems, records and reports, policies and procedures, legal documents, etc., that provide for the proper evaluation, control and documentation of police department operations to ensure compliance with law enforcement regulations and the department/DCCCD goals, mission and objectives.

Ability to interact effectively with diverse populations in a positive and empowering manner; strong written, verbal, and group communication skills; organizational and management skills including budget management, strategic planning, evaluation and assessment, time management, marketing, statistical analysis; and problem solving.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus fifteen (15) years of progressive law enforcement experience including five (5) years as a Captain or higher or Bachelor degree with seventeen (17) year of law enforcement experience at DCCCD with including five (5) years as a Commander with demonstrated progressively increasing responsibilities. Current and valid Texas Peace Officer License, Master TCOLE License and valid Driver's License. Completion of an executive level management school, i.e., SMIP, FBI National Academy or equivalent. Psychological testing, freedom from drug dependency testing, and a physical (medical) will be conducted as a condition of employment. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. work day. Official transcripts and licenses will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides strategic leadership, operational management, and maintains accountability for all police and safety operations. Allocates duties and assignments of police personnel, as may be appropriate, to accomplish the requirements of the department. Identify areas of personnel deficiency and take necessary action for correction. Routinely inspect officer's equipment, appearance and work methods. Required to handle handguns, baton, and/or defense spray in a safe and effective manner, and be tested on same periodically.

Design, implement or facilitate methods for the prevention of illegal, unsafe or undesirable activity from occurring on DCCCD property or during DCCCD activities. Ensures proper data collection for DCCCD Board of Trustees' annual report as required under Texas anti-profiling statutes. Ensures compliance and adherence to the Texas racial profiling reporting laws; compliance, by proper data collection, annual Department of Education crime report, and campus community distribution of crime statistics as dictated by the Jeanne Clery Act.

Maintains bi-annual continuing education training requirements through the Law Enforcement Management Institute of Texas (LEMIT) for mandatory chief's training. Plan, develop, analyze and coordinate state mandatory bi-annual training programs for officers to ensure they meet all requirements for retention of peace officer licensure and well as other professional growth opportunities. Review and evaluate subordinate personnel. Review investigations of officer and/or staff misconduct and make disciplinary action recommendations to the Commissioner, Public Safety & Security.



Sets operational goals and accountability standards and practices. Oversees crime prevention and awareness programs to proactively reduce the incidence of crime on campus and for federal compliance. May serve as the liaison between elected officials, media and outside agencies, negotiates and resolves sensitive and controversial issues, cooperates and assists with other law enforcement agencies in criminal apprehension, assists with planning of special operations or task forces.

Ability to interact effectively with diverse populations in a positive and empowering manner; strong written, verbal, and group communication skills; organizational and management skills including budget management, strategic planning, evaluation and assessment, time management, marketing, statistical analysis; and problem solving.

Supervises 5-10 direct reports and 100+ indirect reports. Assists in developing departmental budget and provides administrative guidance for the control of budget expenditures.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.