



Job Description

Job Title: Police, Commander

JTC: L14

Salary Range: D08

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

Provides leadership in fostering a safe environment for college locations and its constituents through enforcement of federal, state, and local laws, as well as ensuring compliance with DCCCD safety and security policies, practices, rules and regulations and objectives of the administration of a campus police department 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 leadership and management of a police department including training and supervision of law enforcement personnel as well as other administrative staff. Responsible for overseeing emergency management initiatives and communications. Ability to analyze problems and situations and quickly determine effective and reasonable courses of action using tact and diplomacy.

Police Commander is responsible for development and implementation of overall safety and security strategies for assigned campuses; development, implementation, dissemination, and periodic review of campus emergency operations plan; liaison with external law enforcement and emergency service entities such as the police and fire departments; and participation in investigations of civil and criminal cases as required by law and the college.

Experience in building cooperative working relationships with a wide range of constituencies and experience in the development of new service or programmatic initiatives in conjunction with other areas outside of immediate department; a working knowledge of National Incident Management System (NIMS) and Incident Command System (ICS) protocols, and experience in developing emergency operation plans, and Incident Action Plans are required.

Responsible for development of on-going processes to assess campus safety needs and the effectiveness of police department programs and services; and development and dissemination of assigned college's statistical crime reports, annual Department of Education crime report and full compliance with the Jeanne Clery Act, Title IX, and all other federal, state and local regulations regarding safety, security, and emergency preparedness. Required to handle handguns, baton, and/or defense spray in a safe and effective manner and be tested on same periodically.



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

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, computers, calculator, copier, and fax machine. Some crawling, reaching, handling, sitting, standing, pushing, bending, crawling and pulling. Physical capability to run, walk, and climb over rough and unfamiliar terrain, fences and other obstacles for extended periods of time. Operate motor vehicle for long periods of time. Control person resisting arrests; to move a disabled or combative individual. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree plus ten (10) years of law enforcement experience including five (5) years as a supervisor at the command level (i.e., Captain, Major, etc.) or Associate degree with twelve (12) years of law enforcement experience at DCCCD including five (5) years as a Captain with demonstrated progressively increasing responsibilities. Current and valid Texas Peace Officer license, TCOLE Master Peace Office license and driver's license required. Completion of a senior level management school, i.e., LEMIT, ILEA, SMIP. 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

Coordinates the development, implementation and maintenance of a district-wide comprehensive emergency management program to prepare and direct the actions of the district in the event of an emergency. As team lead, trains, monitors, coordinates and evaluates the responsibilities of the emergency operations team ensuring adherence to policies and procedures. Analyzes and interprets results, recommends appropriate corrective actions, communicates results and follows-up on issues or concerns until completion.

Reviews and updates emergency operations plans. Coordinates resources with various stakeholders within and outside the DCCCD network to discuss issues related to emergency preparedness, response, recovery and mitigation. Develops community warning tools and notification systems for the effective and efficient dissemination of emergency information.

Develops and maintains working relationships and acts as liaison with outside agencies on emergency management, public health and safety issues. Coordinates with district police department, human resources, facilities, etc., to organize and direct all activities related to emergency preparedness. Represents district on various committees and/or councils.



Conducts training and public awareness presentations across the district in all aspects of DCCCD's emergency management plan. Forecasts budget and maintains inventory of equipment, materials, supplies, manpower and other resources needed for DCCCD emergency situations; monitors and approved expenditures.

Activates emergency notification systems to the college community in collaboration with DCCCD's police department. Must have excellent communication skills, both orally and in writing. Coordinates response to media regarding emergency or crisis situations.

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.