



Job Description

Job Title: Police, Captain

JTC: L15

Salary Range: D07

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

Responsible for supervising and coordinating the 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

Comprehensive knowledge of pertinent federal, state and local laws, city ordinances, statutes and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting individual's rights. Completion of a specialized law enforcement management training inclusive of, but not limited to, new supervisor course, ILEA's Basic Police Supervision, role of the supervisor, police leadership development and other such related training as is accepted by TCOLE.

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 information and materials.

Able to initiate, establish, and foster a diverse environment by maintaining a positive, cooperative, productive workforce atmosphere with the ability to maintain effective working relationships with individuals from various cultural backgrounds.

Ensures all police operations and services are conducted in a manner that enhances the community network, are sensitive to the many cultures and diversity of the college community and that the college police department provides the best possible service to ensure an environment that allows for student success and academic achievement.

Strong written and verbal communication skills with the ability to communicate effectively and diplomatically with individuals from diverse backgrounds.

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 eight (8) years of law enforcement experience including two (2) years as a Lieutenant or ten (10) years of law enforcement experience at DCCCD including two (2) years as a Lieutenant. Current and valid Texas Peace Officer license, TCOLE Advanced Peace Office license and driver's license required. Psychological testing, freedom from drug dependency testing, and a physical (medical) will be conducted as a condition of employment. Ability to work various shifts and days 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

Interprets laws/statutes and department procedures/methods for college police officers and office personnel to ensure round the clock protective services of college faculty, staff, student, guests, facilities and grounds. Stays up-to-date on laws, ordinances and any relevant training beneficial to law enforcement. Ensures proper investigation and follow-up of crimes, misdemeanors, infractions of college policies, safety hazards, and motor vehicle accidents. Trained or obtain training to provide emergency medical treatment, including CPR/AED, until medical personnel arrive. Required to handle handguns, baton, and/or defense spray in a safe and effective manner, and be tested on same periodically.

Assists the Commander in maintaining contact with federal, state, county, and local law enforcement agencies to assist in achieving safe and secure college operations. Ensures compliance with the state regulatory legal provisions and college/district policies and procedures. Ability to interpret and provide guidance of police force program objectives and policies; plan, assign, and supervise the work of others; handle sensitive public contacts; handle multiple projects simultaneously; instruct others and develop visible programs consistent with DCCCD goals.

Develops and ensures adherence to police and security operating procedures and standards. Assists in the development and implementation of departmental objectives and monitors departmental performance. Coordinate and conduct performance evaluations and disciplinary actions, as needed. Ensure officers maintain compliance with proper data collection procedures necessary for adherence to Texas racial profiling reporting laws and compliance with the Jeanne Clery Act.



Must be familiar with the geography of the DCCCD assigned campus in order to provide security surveillance of campus facilities and property. Arranges for the maintenance/repair of emergency call boxes located throughout the college campus. Investigates safety hazards. May develop and implement programs to deal with emergencies, i.e., fires, bomb threats, etc. Prepare and implement work schedules and staff development for assigned personnel; conduct inspections for conformance to dress and uniform codes.

Must have excellent interpersonal skills due to constant interaction with individuals at all levels within the college community network and the ability to deal with irrational situations where the outcome is unpredictable. Ability to provide quality customer service.

Supervises 2-5 direct reports and 10+ indirect reports. Assists in administering budget as assigned.

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.