



Job Description

Job Title: Police, Lieutenant

JTC: L16

Salary Range: D06

FLSA: Non-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

Supervise and coordinate the activities of personnel, on an assigned shift, in the performance of police duties on campus and at satellite locations to protect the welfare of faculty, staff, students, visitors and all property within the area under the control and jurisdiction of the Dallas County Community College District (DCCCD). Develop and/coordinate community programming on relevant law enforcement topics.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and ability to provide enforcement and maintenance of law and order by continuous patrol, surveillance, crime prevention and enforcement of all applicable laws of the city, state and federal government and in accordance with DCCCD policies and procedures. Maintains contact with other law enforcement agencies. Stays up-to-date on laws, ordinances and any relevant training beneficial to law enforcement. Maintains peace officer licensure by obtaining proper bi-annual TCOLE mandated training.

Ability to analyze situations quickly, accurately and objectively in order to determine proper course of action. Handles situations firmly, courteously, tactfully, and with respect for the rights of others. 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.

Establishes a positive, cooperative and productive workplace atmosphere by maintaining effective working relationships with individuals from various economic, cultural and diverse backgrounds. Provides feedback to employees to assist in their development.

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

Must have good moral character with the ability to communicate effectively, both verbally and in writing.

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; 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

Associate degree plus six (6) years law enforcement experience including two (2) years as a supervisor or eight (8) years of law enforcement experience at DCCCD including two years as a supervisor and two (2) years as a Sergeant. Current and valid Texas Peace Officer license, Intermediate TCOLE 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. Works shifts, as assigned, including nights, weekends and holidays. Official transcripts and licenses will be required. ****Will be subject to a criminal background. Some positions may be subject to a fingerprint check. ****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises and coordinates the activities of assigned personnel to include regulation of pedestrian and vehicular traffic, patrolling of physical property, enforcement of laws/statutes and DCCCD policies/procedures, and investigation of accidents or criminal acts. Assists with ensuring compliance with the Jeanne Clery Act.

Provides daily status reports to supervisor regarding follow-up investigations, potential hazards, etc. Maintains and ensures compliance with proper data collection procedures necessary for adherence to Texas racial profiling reporting laws. Trained or obtain training to provide emergency medical treatment, including CPR/AED, until medical personnel arrive. Will be required to handle handguns, baton, and/or defense spray in a safe and effective manner, and be tested on same periodically.

Establish and maintain effective working relationships with the DCCCD community network by modeling integrity in decisions, communication and the treatment of individuals. Motivates subordinates to accomplish the goals and objectives of the department and district, evaluates performance of assigned personnel and ensure they meet all requirements, including training, for retention of peace officer licensure. Promotes a collaborative community-centered public safety model.

Inspects facilities and makes recommendations for proper security patrol. Ensures that assigned personnel are thoroughly familiar with the DCCCD campus location, its property and conditions or problems that may require police attention. Supervises utilization and maintenance of weapons and equipment.



Performs the duties and responsibilities of a patrol officer when not serving in a supervisory capacity. Secures crime scenes, arbitrates disputes, conducts preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, and makes arrests.

Effectively uses interpersonal and communication skills, with tact and diplomacy, when interacting with individuals of different social, economic and ethnic backgrounds. Ability to provide excellent customer service. Communicates effectively via police radio, telephone and in person. May supervise five (5) or more employees.

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.