EL PASO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Lieutenant Police Department	**Job Title Code**	160960
Reports to	Chief of Police	**Wage/Hour Status**	Exempt
Dept/School	Police Department	**Pay Grade**	604
		Date Revised	September 28, 2026

Primary Purpose

Direct and manage district police department and all District police security activities including training campus personnel. Coordinate daily operations of department to provide a safe and orderly environment for students and staff. Is visible and active in school, community, and District functions.

Provide executive leadership, strategic direction, and administrative oversight for all Police Services operations, personnel, emergency management functions, and district-wide safety initiatives. Serve as the second-in-command of the Police Department and assume the duties, responsibilities, and assume supervisory and operational oversight when the Chief is unavailable. Represent the department before District leadership, community partners, governmental agencies, and law enforcement organizations in matters relating to public safety and emergency preparedness.

Education/Certification

- Minimum of sixty (60) college semester hours from an accredited college or university
- Bachelor's Degree from an accredited college or university preferred
- Texas Peace Officer license issued by TCOLE
- Valid Master Peace Officer Certificate
- Valid Texas Driver's License, Class "C"
- Bondable as required by Texas Education Code
- Must pass required medical, drug, psychological evaluation
- Must pass a physical agility test, except for incumbent EPISD Officers
- External applicants must successfully complete a comprehensive background investigation in accordance with Texas Commission on Law Enforcement (TCOLE) hiring requirements prior to employment

Special Knowledge/Skills

- Strong background and working knowledge of the juvenile justice system of El Paso County
- Knowledge of the Texas Family Code and its application to juvenile criminal cases
- Knowledge of the Texas Education Code and its application to the juvenile justice system
- Strong background and working knowledge of the adult criminal justice system within El Paso County
- Strong background in juvenile gang investigation and juvenile gang related issues
- Strong background in narcotics related issues as related to an educational institution
- Knowledge of management of a large budget
- Knowledge of police department procedures, operations, and State and Federal guidelines
- Knowledge of criminal investigations and criminal law
- Ability to write police reports, incident reports, and other reports required
- Ability to train police personnel in the roles of school police on district issues as compared to public issues
- Knowledge of current crime prevention methods
- Knowledge of El Paso County's criminal justice system
- Ability to subdue offenders, including use of firearms and handcuffs
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to operate and supervise an incident using Incident Command System
- Ability to provide executive leadership and organizational oversight for a law enforcement agency

- Ability to develop strategic goals, operational objectives, and departmental performance measures
- Ability to manage critical incidents and coordinate multi-agency emergency response operations
- Knowledge of personnel management, leadership development, succession planning, and organizational effectiveness
- Ability to effectively communicate and collaborate with executive leadership, governmental agencies, community stakeholders, and law enforcement partners

Experience

- Minimum eight (8) years' experience as a licensed Texas Peace Officer with a Texas law enforcement agency
- Minimum one (1) year experience in a law enforcement supervisory position
- Experience in school-based policing, emergency management, or law enforcement administration preferred

Major Responsibilities and Duties

1. Assumes supervisory and operational oversight when the Chief is unavailable.
2. Provide leadership, direction, and administrative oversight for all Police Department personnel, programs, and operations.
3. Assist the Chief of Police in the development and implementation of departmental goals, strategic initiatives, policies, procedures, and performance standards.
4. Coordinate district-wide emergency management, critical incident response, and continuity of operations planning.
5. Represent the department before District leadership, law enforcement agencies, governmental entities, and community stakeholders.
6. Provide executive oversight of all Police Services activities including school safety operations, emergency management, law enforcement services, community engagement initiatives, and collaborative public safety efforts.
7. Establish and maintain a comprehensive departmental command structure that ensures operational effectiveness, accountability, succession planning, and continuity of leadership.
8. Recruitment of dedicated, qualified individuals to serve as police officers for the district.
9. Create a comprehensive, on-going training program for all certified officers.
10. Promote and nurture a strong relationship with other local law enforcement agencies in the area.
11. Establish clear guidelines and procedures that promote principles of school policing.
12. Establish a tactical policing plan to maximize District coverage with internal staff and collaborative support.
13. Create and promote student based, problem-solving district-wide police awareness program.
14. Create campus security personnel training programs.
15. Coordinate police services activities with other local and regional police agencies.
16. Work closely with other school departments to establish a comprehensive electronic security model for nighttime monitoring of facilities.
17. Maintain and ensure enforcement of all laws including municipal ordinances, county ordinances, and state laws within board policy and jurisdiction of district.
18. Oversee investigation of criminal activities that occur within jurisdiction of district or support other agencies conducting investigations.
19. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
20. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
21. Keep abreast of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.
22. Serve as district liaison to local law enforcement agencies and juvenile authorities.
23. Develop procedures for safe handling and use of firearms.
24. Compile, maintain, and file all reports, records, and other documents required.

25. Compile budgets and prepare cost estimates based on documented department needs.
26. Ensure proper radio communications procedures in accordance with FCC rules and regulations.

Additional Responsibilities

27. Ensure departmental compliance with TCOLE standards, District policies, and applicable federal and state laws.
28. Oversee leadership development, succession planning, and professional growth opportunities for department personnel.
29. Evaluate departmental effectiveness and recommend improvements to staffing, policies, technology, training, and service delivery.
30. Provide command-level leadership during critical incidents, major emergencies, and district-wide emergency operations.

Supervisory Responsibilities

31. Direct, supervise, mentor, develop, and evaluate police supervisors, officers, civilian employees, security personnel, and other assigned staff.
32. Provide continuity of command and operational leadership during the absence of the Chief Police Services.
33. Assist in personnel selection, performance management, disciplinary actions, leadership development, and succession planning.
34. Other duties as assigned by the Chief of Police.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of the district at odd hours; on call 24 hours a day; must be able to work any scheduled hours including Day, Evening, or Graveyard shift as assigned.

Terms of Employment

250 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

EL PASO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII,IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.