

Job Summary:

Responsible for performing supervision of the patrol division and investigation division, and performing administrative duties within the department that involve the safety and security of the college. Perform supervisory, administrative and technical work in directing the duties of the assigned divisions or personnel.

Essential Functions:

- Plan, organize, investigate and supervise departmental activities that fall within the assigned positions span of control. Approve duty schedules, interpret law, departmental policy, supervise the investigation of crimes and file appropriate criminal charges, develop other departmental procedures and methods that will assist the departmental employees in providing appropriate responses to the college community. Ensure efficient/effective routines for the daily operation or investigation of cases of the college police department with minimal supervisory input from the Chief of Police.
- Meet the compliance regulations of all the state regulatory legal provisions and system policy that affects the supervision of the assigned division.
- Participate in the hiring process, training, background checks and evaluation of the department's new and established personnel.
- Review and approve all reports generated by the department. Make decisions regarding necessary elements for accurate reports and will mentor and provide direction to departmental staff. Ensure proper follow-up of the activities and investigations within this assigned positions span of control. Review and revise various departmental reports and make recommendations to appropriate personnel. Assist the Chief of Police with budgeting, monitoring expenditures and maintaining the departmental financial goals with this positions span of control.
- Perform duties of all subordinates as necessary. Serve as acting Chief of Police in the absence of the Chief. May perform other duties related to this position, as assigned.
- Received: Work is performed under general supervision from the next higher-ranking officer.
- Given: Provide general supervision to subordinates.

Education/Experience/Knowledge/Skills

- Minimum Requirements of Education and Experience:
- High School graduate or equivalent.
- Certified Peace Officer through the Texas Commission on Law Enforcement (TCOLE).
- Possess Advanced TCOLE certification.
- Successfully completed the required TCOLE First Line Supervisors Course.

- Three (3) concurrent years as a TSTC Police Officer with progressive responsibilities. (If no viable candidate is available within the department, the appointment to this position can be made by the Chief of Police).
- Possess a valid State of Texas Drivers License.
- Preferred Requirements of Education and Experience:
- Thirty (30) hours of accredited college from an accepted college or university.
- Completion of a minimum of sixty (60) hours of TCOLE accepted specialized law enforcement management training.
- Possess Master TCOLE Certification.
- Work is performed primarily within an office environment. When assigned duties are administrative, however, incumbent may occasionally experience outdoor weather conditions. May be required to work day or night on one of three shifts with varying days off. Work involves a degree of hazard.
- This job descriptions covers a position in which the percentage of time spent on the essential functions will vary based on the workload and will ultimately be determined by the supervisor.