

**Job Title:** POLICE LIEUTENANT  
**Reports to:** District Chief of Police  
**Dept. /School:** Central Administration  
**Wage/Hour Status:** Exempt  
**Date:** July 25, 2022

### **Primary Purpose**

Assist the Chief of Police in managing the District Police Department. Responsible for supervision of personnel and the administrative duties in the department, in addition to performing the full range duties of a police officer. Maintain and enforce municipal, county, and state ordinances and laws as well as policies, directives, and standards of the district.

## **QUALIFICATIONS**

### **Education/Certification**

Must have a Texas Police Officer License with an Advanced Certification issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)  
Leadership Command College or Law Enforcement Management Institute Graduate, preferred  
Valid Texas driver's license

### **Special Knowledge/Skills**

Knowledge of overall operations of a police department  
Knowledge of criminal investigation, police report writing, criminal law, and computer skills  
Training in subduing offenders, including use of firearms and handcuffs  
Bondable as required by Texas Education Code 37.081(h) Strong communication, public relations and interpersonal skills  
Ability to quickly analyze situations and adopt effective course of action  
Knowledge of writing clear and concise reports  
Demonstrate keen power of observation and memory  
Ability to work well with youth and adults

### **Experience**

Must have five (5) years of police supervisory experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Law Enforcement:**

1. Ensure enforcement of all laws including municipal ordinance, county ordinances, and state laws within board policy and the jurisdiction of the district.
2. Investigation of criminal activities that occur within the jurisdiction of the district or support other agencies conducting investigation.
3. Use sound judgment and work with a minimum of supervision.
4. Gather, assemble, analyze, evaluate and use facts and evidence; deal effectively with simultaneous activities. Quickly analyze situations and adopt effective courses of action.

**Department Management:**

5. Assist the Chief of Police in directing the daily operations of the District police department and coordinate activities with department and campus administrators.
6. Assist in supervising and evaluating performance of all police officers and civilian staff in the implementation of and adherence to all departmental rules and regulations.
7. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
8. Investigate and make recommendations on all complaints and accusation made against District police officers or staff.
9. Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.

**Safety:**

10. Assist in developing procedures for the safe handling and use of firearms.
11. Administer first aid.
12. Follows procedures of criminal law with particular reference to the apprehension of juvenile's, arrest and custody of persons and juvenile's committing misdemeanors and felonies.
13. Know rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
14. Effectively communicate with and elicit information from upset and irate citizens.

**Personnel Management:**

15. Assist in the supervision and scheduling of police officers and staff assigned.
16. Make sound recommendations relative to personnel selection, placement, transfer, retention, and dismissal.

**Administration:**

17. Assist in maintaining property room for storage of weapons, contraband, etc., confiscated on district policy.
18. Assist in ensuring that department operations are cost effective and funds are well managed.
19. Assist in compiling budgets and cost estimates based on documented department needs.
20. Assist in recommending policies to improve the department.
21. Assist in compiling, maintain, and file all reports, records, and other documents required.
22. All other duties as assigned by Chief of Police.

**Supervisory Responsibilities:**

23. Supervise police officers and civilian staff.

**EQUIPMENT USED**

District vehicles, firearms, handcuffs, alarm systems, security equipment, personal computer, printer, calculator, copier, fax machine. Drive district truck/automobile

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors:**

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 district at odd hours; on call 24 hours a day. Be physically and mentally ready to report for duty on short notice when needed.

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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.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_