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| Job Title: | Lieutenant Police Services | Wage/Hour Status: | Daily |
| Reports to: | Chief Police Services | Pay Grade: | 604 |
| Dept. /School: | Police Services | Date Revised: | February 3, 2023 |

Primary Purpose

Direct and manage district police department and all District police security activities including training of 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.

Qualifications**Education/Certification**

Bachelor's Degree from an accredited university or college recognized by TCOLE

OR

Twelve (12 years credited service by TCOLE as a Sergeant or higher rank.

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

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 on 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

Experience

Seven (7) years experience, to include a minimum of three (3) years as a police officer with a Texas law enforcement agency

Two (2) years as a police sergeant with a bachelor's degree or 12 years as a police sergeant

Major Responsibilities and Duties

1. Evaluate the ability and training of staff.
2. Recruitment of dedicated, qualified individuals to serve as police officers for the district.
3. Create a comprehensive, on-going training program for all certified officers.
4. Promote and nurture a strong relationship with other local law enforcement agencies in the area.
5. Establish clear guidelines and procedures that promote principles of school policing.

6. Establish a tactical policing plan to maximize District coverage with internal staff and collaborative support.
7. Create and promote student based, problem-solving district-wide police awareness program. Create campus security personnel training programs.
8. Oversee all police service activities with more emphasis on school police management and on community related police issues, such as traffic stops, and safe routes to school, etc.
9. Establish a clearly defined daily command structure to support daily operations, define duties of officers and support personnel.
10. Coordinate police services activities with other local and regional police agencies.
11. Work closely with other school departments to establish a comprehensive electronic security model for nighttime monitoring of facilities.
12. Maintain and ensure enforcement of all laws including municipal ordinances, county ordinances, and state laws within board policy and jurisdiction of district.
13. Oversee investigation of criminal activities that occur within jurisdiction of district or support other agencies conducting investigations.
14. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
15. Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
16. Keep abreast of recent court rulings pertaining to police activity and ensures compliance of district police officers to minimize liability.
17. Serve as district liaison to local law enforcement agencies and juvenile authorities.
18. Develop procedures for safe handling and use of firearms.
19. Compile, maintain, and file all reports, records, and other documents required.
20. Compile budgets and prepare cost estimates based on documented department needs.
21. Evaluate job performance of employees and makes recommendations about personnel selection, placement, transfer, retention, and dismissal.
22. Ensure proper radio communications procedures in accordance with FCC rules and regulations.

Supervisory Responsibilities

Supervise assigned personnel

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 a copy

Employee: _____

Date: _____

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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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.