



JOB DESCRIPTION
Lieutenant

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The Lieutenant, under the supervision of the Chief of Police, provides for the safety of all students, faculty, and staff and the security of all district and campus property and equipment. Also supervises the Judson Independent School District Police Department and enforces the laws of the state of Texas, Bexar County and the municipalities within the Judson Independent School District.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- Bachelor's Degree preferred
- Ten years of supervisory experience preferred
- Master's Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) preferred
- Minimum of five years experience as a police officer/school district law enforcement officer
- Preferred five year experience with Judson ISD PD
- Valid Texas driver's license with a good driving record

DUTIES AND RESPONSIBILITIES:

1. Assists the Chief of Police and supervises all law enforcement activities in the school district including crime prevention and physical security programs.
2. Oversees patrol and detective functions, traffic enforcement, police records, communications, and handling of arrested persons.
3. Develops training programs, evaluates effectiveness of law enforcement activities, and plans for improved operations.
4. Serves as liaison between school administration and federal, state and municipal law enforcement agencies.
5. Prepares studies, reports, and recommendations concerning police operations.
6. Reviews and evaluates reports of subordinates.
7. Performs all duties according to district policies, rules, and procedures.
8. Must be conversant with the district's curricula and instructional strategies and the specific ways in which the campus Police Department supports instruction.
9. Enforces laws, including federal and state statutes, and district rules and regulations.
10. Responds to and investigates any calls from campuses concerning security problems.
11. Supervises the preparation of offense and incident reports and ensures thoroughness of information contained in police reports.
12. Develops and encourages positive morale of employees serving within the Police Department.
13. Maintains awareness and support of guidelines concerning the District Police Department in Board policies, Administrative Regulations, and Administrator's Manual.
14. Uses effective communication in dealing with students, faculty, staff, community, and governing board.
15. Develops long and short rang objectives and goals for the District Police Department.
16. Understands pupil management objectives related to the operational aspects of the district (security, food service, classroom facilities, etc.)
17. Strives to improve leadership skills through self-initiated professional development activities
18. Uses information and insights gained in professional development programs.
19. Actively participates in professional organizations and take the initiative to provide leadership in addressing the challenged facing the profession.
20. Conducts self professionally, in an ethical manner, according to accepted community standards and complies with TEA code of ethics.

21. Articulates the school's mission to the community and solicits support to make that mission become a reality
22. Develops (as necessary), maintains, and uses appropriate information systems and records necessary for attainment of the Police Department mission and general school improvement effort.
23. Promotes a positive image that supports the mission of the school district.
24. Has high expectations and regard for staff and fellow officers and express this perspective.
25. Internal Affairs (citizen complaints-discipline)
26. Standard Operating Procedures (SOP)
27. Scheduled/unscheduled (Sick) Leave, Vacations.
28. Campus/Patrol Calendar – Summer Schedules
29. Monitor security system/camera
30. Report review
31. Perform miscellaneous duties as required (e.g., conduct background investigations, assist the Human Resources Director with investigations, allegations, employee investigations, etc. Review pending cases with supervisor; assist other law enforcement agencies.
32. Provides executive protection; provide transportation to and from pre-designated places for Board Members and District Administrators.
33. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

SUPERVISORY RESPONSIBILITIES:

As directed by Chief of Police

EQUIPMENT USED:

District vehicles, firearms, handcuffs, alarm systems, fire extinguishers, security equipment, personal computer, typewriter and copier.

Days: 226

Updated: January 4, 2011

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.