



Job Title: Police, Assistant Chief

JTC: L13

Salary Range: D09 \$73,000 - \$116,800

FLSA: Exempt

Since 1965, we have served more than three (3) million students. Dallas College, formerly known as the Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven campuses located around the Dallas/Fort Worth area. We strive to be a leader in the Community College space, placing students at the center of everything we do.

POSITION SUMMARY

Serves as second in command of the Dallas College police department and assumes the role of Chief, Public Safety and Security in his/her absence and performs related functions in that capacity. Develops, coordinates, and provides leadership that fosters a safe environment for college locations and its constituents through enforcement of federal, state, and local laws, as well as compliance with Dallas College policies and procedures and the law enforcement efforts within the area under the control and jurisdiction of the Dallas College.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of organizational structure, workflow, and operating procedures of a police department; standard supervisory principles and practices; community policing and law enforcement procedures and requirements; local, state and federal laws and regulations; emergency management principles and use of force protocols. Knowledge of Texas Penal Code, Texas Code of Criminal Procedures, Texas Family Code, Texas Education Code and Texas Motor Vehicle Code.

Ability to analyze situations quickly, accurately and objectively in order to determine proper course of action. Ability to handle situations firmly, courteously, and tactfully.

Required to handle handguns, baton, and/or defense spray in a safe and effective manner and be tested on same periodically.

Utilizes computer technology to access data, maintain records and generate reports. Able to prepare incident reports, assist in case preparation and appear in court, as necessary. Able to maintain confidentiality of work-related records, information, and materials.

Able to initiate, establish, and maintain effective working relationships with individuals from various cultural backgrounds including subordinates, Dallas College community network, city officials, and the general public by maintaining a positive, cooperative, productive workforce atmosphere.

Able to coordinate the development of systems, records and reports, policies and procedures, legal documents, etc., that provide for the proper evaluation, control, and documentation of police department operations to ensure compliance with law enforcement regulations and the department/Dallas College goals, mission, and objectives.

Ability to interact effectively with diverse populations in a positive and empowering manner; strong written, verbal, and group communication skills; organizational and management skills including budget



management, strategic planning, evaluation and assessment, time management, marketing, statistical analysis; and problem solving.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus fifteen (15) years of progressive law enforcement experience including five (5) years as a Captain or higher or Bachelor's degree with seventeen (17) year of law enforcement experience at Dallas College with including five (5) years as a Commander with demonstrated progressively increasing responsibilities. Current and valid Texas Peace Officer License, Master TCOLE License and valid Driver's License. Completion of an executive level management school, i.e., SMIP, FBI National Academy or equivalent. Psychological testing, freedom from drug dependency testing, and a physical (medical) will be conducted as a condition of employment. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. work day. Official transcripts and licenses will be required.

****Will be subject to a criminal background. Some positions may be subject to a fingerprint check.****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides strategic leadership, operational management, and maintains accountability for all police and safety operations. Allocates duties and assignments of police personnel, as may be appropriate, to accomplish the requirements of the department.

Identify areas of personnel deficiency and take necessary action for correction. Routinely inspect officer's equipment, appearance, and work methods.

Design, implement or facilitate methods for the prevention of illegal, unsafe, or undesirable activity from occurring on Dallas College property or during Dallas College activities.

Ensures proper data collection for Dallas College Board of Trustees' annual report as required under Texas anti-profiling statutes. Ensures compliance and adherence to the Texas racial profiling reporting laws; compliance, by proper data collection, annual Department of Education crime report, and campus community distribution of crime statistics as dictated by the Jeanne Clery Act.

Represents the police department at meetings, conferences and other public functions and stays up to date on current trends and innovations.

Maintains bi-annual continuing education training requirements through the Law Enforcement Management Institute of Texas (LEMIT) for mandatory chief's training. Plan, develop, analyze, and coordinate state mandatory bi-annual training programs for officers to ensure they meet all requirements for retention of peace officer licensure and well as other professional growth opportunities.

Review and evaluate subordinate personnel. Review investigations of officer and/or staff misconduct and make disciplinary action recommendations to the Chief, Public Safety and Security.



Sets operational goals and accountability standards and practices. Oversees crime prevention and awareness programs to proactively reduce the incidence of crime on campus and for federal compliance.

May serve as the liaison between elected officials, media, and outside agencies, negotiates and resolves sensitive and controversial issues, cooperates, and assists with other law enforcement agencies in criminal apprehension, assists with planning of special operations or task forces.

Supervises 5-10 direct reports and 100+ indirect reports. Assists in developing departmental budget and provides administrative guidance for the control of budget expenditures.

Performs other duties as assigned.

Salary Guide:

The salary structure provides guidelines to set and manage compensation. All employees can expect to be paid at a salary rate that falls within the salary range for their position. This tool may be used as a guideline for determining the range of a starting salary. Other criteria may be considered when determining salary beyond the minimum, such as additional education and/or total years of relevant experience, skills and competencies and supervision requirements.	
RANGE	
Minimum	1st Quartile
POLICE, ASSISTANT CHIEF	
Meets minimum qualifications: <ul style="list-style-type: none"> • Master’s degree plus fifteen (15) years of progressive law enforcement experience including five (5) years as a Captain or higher or Bachelor’s degree with seventeen (17) year of law enforcement experience at Dallas College with including five (5) years as a Commander with demonstrated progressively increasing responsibilities • Current and valid Texas Peace Officer License • Current and valid Driver’s License • Master TCOLE License • Completion of an executive level management school, i.e., SMIP, FBI National Academy or equivalent 	Related experience above minimum requirements: <ul style="list-style-type: none"> • Doctoral degree or Juris Doctorate plus seventeen (17) years or more of law enforcement experience including seven (7) years as a Captain or higher with demonstrated progressively increasing responsibilities • Completion of two (2) or more additional executive level management courses



The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

Dallas College is part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. The Dallas College complies with the Americans with Disabilities and Veterans Act.