



**Job Title: Police, Commander**

**JTC: L14**

**Salary Range: D08 \$68,000 - \$108,800**

**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**

Provides leadership in fostering a safe environment for college locations and its constituents through enforcement of federal, state, and local laws, as well as ensuring compliance with Dallas College safety and security policies, practices, rules and regulations and objectives of the administration of a campus police department and the law enforcement efforts within the area under the control and jurisdiction of the Dallas College.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of leadership and management of a police department including training and supervision of law enforcement personnel as well as other administrative staff.

Responsible for overseeing emergency management initiatives and communications. Ability to analyze problems and situations and quickly determine effective and reasonable courses of action using tact and diplomacy.

Experience in building cooperative working relationships with a wide range of constituencies and experience in the development of new service or programmatic initiatives in conjunction with other areas outside of immediate department; a working knowledge of National Incident Management System (NIMS) and Incident Command System (ICS) protocols, and experience in developing emergency operation plans and Incident Action Plans are required.

Ability to develop on-going processes to assess campus safety needs and the effectiveness of police department programs and services; and development and dissemination of assigned college's statistical crime reports, annual Department of Education crime report and full compliance with the Jeanne Clery Act, Title IX, and all other federal, state and local regulations regarding safety, security, and emergency preparedness. Required to handle handguns, baton, and/or defense spray in a safe and effective manner, and be tested on same periodically.

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.

Must have excellent interpersonal skills due to constant interaction with individuals at all levels within the college community network and the ability to deal with irrational situations where the outcome is unpredictable.



### **PHYSICAL REQUIREMENTS**

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, computers, calculator, copier, and fax machine. Some crawling, reaching, handling, sitting, standing, pushing, bending, crawling and pulling. Physical capability to run, walk, and climb over rough and unfamiliar terrain, fences and other obstacles for extended periods of time. Operate motor vehicle for long periods of time. Control person resisting arrests; to move a disabled or combative individual. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

### **MINIMUM KNOWLEDGE AND EXPERIENCE**

Bachelor's degree plus ten (10) years of law enforcement experience including five (5) years as a supervisor at the command level (i.e., Captain, Major, etc.) or Associate's degree with twelve (12) years of law enforcement experience at DCCCD including five (5) years as a Captain with demonstrated progressively increasing responsibilities. Current and valid Texas Peace Officer license, TCOLE Master Peace Office license and driver's license required. Completion of a senior level management school, i.e., LEMIT, ILEA, SMIP. 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**

Responsible for development and implementation of overall safety and security strategies for assigned campuses; development, implementation, dissemination, and periodic review of campus emergency operations plans; liaison with external law enforcement and emergency service entities such as the police and fire departments; and participation in investigations of civil and criminal cases as required by law and the college.

Assumes the duties of the Assistant Chief in his/her absence and performs related functions in that capacity.

Maintains contact with federal, state, county, and local law enforcement agencies to assure compliance with legal provisions and Dallas College policies and procedures. Promotes activities that reflect best practices in law enforcement and public safety. Stays up-to-date on laws, ordinances and any relevant training beneficial to law enforcement.

Responsible for development and implementation of crime prevention and community awareness programs and general training programs in addition to those designed to respond to special needs of the college community.

Collaborates and coordinates with members of the college community in all matters of general safety and crime prevention. Ensures proper data collection for Dallas College Board of Trustees' annual report as required under Texas anti-profiling statutes.

Trains and evaluates college police officers relating to performance of their job duties. 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. Recommends safety and crime prevention training topics to supervisors for presentation to appropriate staff and students.

Provides direction for the safety and security of Dallas College personnel, students and others using Dallas College facilities and grounds. Areas of emphasis may include planning and implementing effective safety procedures, management of hazardous chemicals, monitoring of interior and exterior facilities and daily operational procedures of college police division.

Directs proper investigation and follow-up of crimes, misdemeanors, infractions of college policies, safety hazards, and motor vehicle accidents.

Provides quality customer service.

Participates in the development of annual police budget. Monitors and tracks division expenses. Supervises 2-5 direct reports and 10+ indirect reports.

Performs other duties as assigned.

**Salary Guide:**

<p>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.</p>	
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<b>POLICE, COMMANDER</b>	
<p>Meets minimum qualifications:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree plus ten (10) years of law enforcement experience, including five (5) years as a supervisor at the command level (i.e., Captain, Major, etc.) or Associate’s degree with twelve (12) years of law enforcement experience at Dallas College including five (5) years as a Captain with demonstrated progressively increasing responsibilities</li> <li>• Current and valid Texas Peace Officer License</li> <li>• Current and valid Driver’s License</li> <li>• Master TCOLE License</li> <li>• Completion of a senior level management</li> </ul>	<p>Related experience above minimum requirements:</p> <ul style="list-style-type: none"> <li>• Master’s degree or above plus twelve (12) years or more of law enforcement experience including five (5) years as a supervisor at the command level (i.e., Captain, Major, etc.) with demonstrated progressively increasing responsibilities</li> <li>• Completion of two (2) or more additional senior level management courses</li> </ul>



school, i.e., LEMIT, ILEA, SMIP	
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*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.*