



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Police Lieutenant

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 206

**REPORTS TO:** Chief of Police

**DATE REVISED:** 12/09

### **PRIMARY PURPOSE:**

- The role of the Police Lieutenant is to supervise a team of police officers, assist in the management of the police department, assist in the coordination of daily operations of the police department to provide a safe environment for students, staff, and visitors on district owned or leased facilities. Assist the Chief of Police in the administration of the police department. Maintain and enforce all applicable ordinances and laws as well as polices, directives, and standards of the district.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D., college hours preferred
- TCOLE Police Officer License
- Texas Commission on Law Enforcement Certified Field Training Officer, preferred
- Texas Commission on Law Enforcement Certifies First Line Supervisor, preferred
- Texas Commission on Law Enforcement Standards and Education Instructors' License, preferred
- Valid Texas Class C Driver's License

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Function as a police officer. When required, providing assistance and aid to citizens when appropriate

2. Maintain an understanding of current federal, state, and local laws as they pertain to the activities of the FBISD Police Department.
3. Function as a liaison between truancy courts and the district.
4. Oversee the police department's recruiting and hiring process.
5. Responsible for fleet management.
6. Conduct internal complaint investigations as directed by the Chief of Police.
7. Assist in the coordination of daily operations of the police department.
8. Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

1. Assist the Chief of Police in the supervision of the Police Department, including police officers and law enforcement support staff.
2. Develop and supervise work schedules, documents all-time records, and prepares all paperwork necessary for payroll purposes.
3. Performs other supervisory duties as assigned.

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

**Tools/Equipment Used:**

District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

**Posture:**

Prolonged sitting and standing

**Motion:**

Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

**Lifting:**

Moderate lifting and carrying (15-44 pounds)

**Environment:**

Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

**Other:**

Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

**Mental Demands:**

Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**