



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

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EMPLOYMENT OPPORTUNITY

Title: Director of Law Enforcement and Security

Job ID: 232444710101

Campus: Uvalde

Closing Date: Until Filled

Position Overview: The Director of Law Enforcement and Security is a pivotal leadership role responsible for overseeing all aspects of safety and security across multiple campus locations. This role involves leading the campus police department, managing officer training, overseeing the police officer training academy, and ensuring a safe and secure environment for students, faculty, staff, and visitors. The Director will develop and implement comprehensive safety policies, coordinate emergency response procedures/plans, and foster a culture of safety and security within the campus community.

Key Responsibilities:

1. Leadership and Management:

- Provides strategic leadership and direction for the campus safety and security operations.
- Establishes and maintains high-quality performance, a commitment to ethics and integrity, and efficient and effective use of resources.
- Leads the development of departmental strategic plans including goals and objectives, appropriate procedures, and strategic alliances.
- Directs departmental budgets and expenditures, determines needs, and establishes priorities. Ensures the safety, security, and appropriate use of agency property and assets.
- Ensures agency and personal compliance with all local, State, and Federal statutes, rules, and regulations, as well as College Standard Administrative Procedures. Completes and files required College, State, and federal-mandated reports.
- Investigates circumstances surrounding the violation of laws and College rules or policies. Completes necessary reports to deliver findings for accounts of theft, disturbances, or general complaints. Exercises effective oversight of operations to ensure conformance to laws and relevant policies.
- Supervises and mentors a team of security personnel, including police officers, security officers, and administrative staff.
- Oversees the recruitment, training, and performance evaluation of all safety and security staff.

2. Policy Development and Implementation:

- Develops and implements comprehensive safety/security policies, plans, and procedures to ensure the delivery of effective and efficient law enforcement services tailored to Southwest Texas College.
- Ensures compliance with local, state, and federal laws and regulations related to campus safety and security.
- Regularly reviews and updates safety policies to address emerging threats and best practices.

3. Training and Development:

- Oversees the police officer training academy, ensuring high-quality training programs for recruits and ongoing professional development for existing officers.
- Develop and implement training programs for faculty, staff, and students on safety protocols, emergency response, and crime prevention.
- Promotes continuous professional development and best practices in campus security.
- Coordinates with external agencies for specialized training and joint exercises.

4. Law Enforcement Academy Oversight:

- Oversees the operations of the Law Enforcement Academy at Southwest Texas College.
- Collaborates with the academy coordinator to maintain the curriculum to meet current law enforcement standards and practices to ensure high-quality instruction and training for cadets and continuing education for certified officers.

5. Continuing Education Programs:

- Develops and manages continuing education programs for local and regional law enforcement agencies.
- Coordinates with area agencies to assess training needs and provide relevant courses and workshops.
- Maintains strong relationships with all surrounding law enforcement agencies to support ongoing professional development.

6. Risk Assessment and Mitigation:

- Conducts regular risk assessments to identify potential security threats and vulnerabilities across all campuses.
- Implements measures to mitigate risks, including physical security enhancements, surveillance systems, and access control measures.
- Monitors and analyzes crime trends and security incidents to develop proactive strategies for prevention.

7. Community Engagement and Communication:

- Promotes a culture of safety and security awareness within the campus community.
- Fosters a positive relationship within the campus police department, the campus community, local law enforcement, and emergency management and services to enhance campus security.
- Develops, implements, and participates in community policing initiatives to enhance trust and collaboration.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to involved parties.
- Serves as the primary point of contact for safety and security concerns from students, faculty, staff, and visitors.
- Develops and maintains effective communication channels with students, faculty, staff, and external stakeholders.

8. Budget and Resource Management:

- Develops and manages the budget for the campus safety and security department.

- Ensures efficient use of resources and manages procurement of security-related equipment and services.
- Oversees the procurement and maintenance of security equipment and technology
- Seeks external funding opportunities and grants to support safety and security initiatives.

Salary: Commensurate with education and experience based on salary schedule. 12-month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree in criminal justice, public administration, or a related field. Master's degree preferred.

Experience:

- Minimum of 10 years of experience in law enforcement, security management, or a related field, with at least 5 years in a command role.
- Texas Commission on Law Enforcement (TCOLE) certified peace officer with current certification (or ability to obtain certification).
- Master Level Peace Officer certification preferred.
- Proven leadership experience in managing a law enforcement agency or security organization.
- Experience overseeing a law enforcement training academy is highly desirable.
- Experience in a higher education environment is highly desirable.

Skills:

- Strong knowledge of safety and security operations, policies, procedures, emergency response, and law enforcement best practices.
- Ability to manage multiple campus locations and coordinate complex security operations.
- Proficiency in the use of security technology and systems.
- Strong analytical and problem-solving abilities.
- Ability to handle sensitive and extensive confidential information.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others

Personal Attributes:

- High ethical standards and integrity.
- Excellent leadership, communication, and interpersonal skills.
- Commitment to fostering a safe and secure campus environment.
- Ability to work collaboratively with diverse campus stakeholders.
- Adaptability and resilience in high-pressure situations.
- Ability to work collaboratively with diverse groups and individuals.

Additional Qualification Requirements: Bilingual (English & Spanish) preferred. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the reference and background check specified for the position. Travel may be required to other geographic locations served by the college. Must have a valid Texas driver's license and be insurable through SWTJC insurers. This position may require working outside of regular business hours, including evenings and weekends. Must be able to respond to campus emergencies as needed.

Licensing / Professional Certification: Advanced, or Master Peace Officer Certification from Texas Commission on Law Enforcement Officer (TCOLE) Standards and Education. Ability to become certified in Texas Law Enforcement Telecommunication System (TLETS) and CPR. National Incident Management System (NIMS) training certification is preferred. Law Enforcement Leadership training (i.e.- PERF, FBINAA, LEMIT), weapons, radar, and baton certifications. Must have a valid driver's license.

Physical Demands: Compliance with TCOLE physical, mental, and moral standards is a requirement to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This document represents the major duties, responsibilities, authorities, and expectations of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

SUBMIT STAFF APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, including gender, gender identity, pregnancy and sexual orientation, age, disability or genetic information, and veteran status.

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