



ASSISTANT, CHIEF OF POLICE

Rev. Feb 2026

Job No.: 8601
Reports to: Chief of Police
Dept./Campus: Police Department

FLSA Status: Exempt
Pay Grade: 806
Term: 226 Days

PRIMARY PURPOSE:

To support the Chief of Police in establishing and administering security regulations and procedures to protect students, staff, and property. Supervise and oversee an adequately staffed, trained, and equipped force of Sergeants, School Marshals, and other staff within the department. Ensure all federal, state, and local laws and ordinances are enforced and coordinate with outside law enforcement agencies. To plan daily work assignments as well as short-term and long-term scheduling for staff, establish priorities, establish responsibilities, and organize work as required staff as appropriate. Support emergency operations and response planning, compliance, and execution.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on affecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Coordinate enforcement activities with outside law enforcement agencies, other department directors, and campus principals and work cooperatively to develop and implement preventative security programs and other safety programs.
- Assume command of the district police department in the absence of the Chief of Police and direct the daily operations to ensure effective law enforcement Investigate and make recommendations on all complaints and accusations made against district police officers or staff.
- Knowledge and enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of the district.
- Research, recommend, implement, and administer District and department policies and procedures that comply with all federal, state, and local regulations. Comply with policies established by federal and state law, including but not limited to the State Board of Education, Texas School Safety Center (TXSSC), the Texas Education Agency (TEA), Texas Education Code, and local Board policy.
- Coordinate departmental activities with other District offices and administrators and support requesting campuses and departments.
- Investigate criminal activities within the district's jurisdiction and support other agencies conducting investigations.
- Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.
- Follow district safety protocols and emergency procedures.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.



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- Interface with governmental agencies, business, and civic organizations, and the community to provide needed information and to promote the district's initiatives.
- Select, train, supervise, and evaluate staff, ensure effectiveness, and make sound recommendations relative to assignment, retention, discipline, and dismissal.
- Foster collegiality and team building among department employees; encourage active involvement in the decision-making process by all department employees; communicate expectations for high-level performance to staff; recognize staff achievements; and ensure effective and quick resolution of conflicts among department employees.
- Facilitate communication and collaboration among assigned department staff and campus administrators to enhance service delivery, program development, and customer satisfaction.
- Participate in professional development that increases effectiveness and improves District performance.
- Compile and administer department budgets for safety and security; ensure programs and operations are cost-effective and funds are managed wisely
- Provide staff training in safety and security.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.
- Serve on District committees especially those related to safety and security.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise, evaluate, and recommend the hiring and firing of Police Department staff.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in criminal justice, risk management or related field. Master's Degree preferred.
- Master Peace Officer Certification issued by Texas Commission on Law Enforcement (TCOLE) required.
- Must be able to meet the district vehicle liability policy requirements and maintain a current Texas driver's license.
- This position also requires a minimum of ten (10) years of work experience as police officer and six (6) years of experience in a Lieutenant or higher-level position for a similar state agency.
- Completion of an appropriate combination of recognized executive law enforcement management and leadership programs such as The FBI National Academy, Senior Management Institute for Police at PERF, the Southern Police Institute, and/ or the Leadership Command College at LEMIT required.
- At least one (1) year in a Commission on Accreditation for Law Enforcement Agencies (CALEA) or Texas Police Chiefs Association (TPCA) certified law enforcement agency preferred.

Knowledge, Skills and Abilities

- Advanced knowledge of the overall creation/operations of a police department.
- Advanced knowledge of criminal investigations, police report writing, and criminal law.
- Ability to manage budget and personnel.
- Training and ability to subdue offenders, including use of firearms and handcuffs.
- Bondable as required by TEC §37.081(h).
- Knowledge of workplace safety requirements including applicable federal and state rules and environmental issues.

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- Skill in organization; communication; conducting team efforts to design, implement, measure, and refine programs and services; delivery of services throughout the learning community, assigned area, and customers; and operating standard computer and software applications, including but not limited to electronic mail, word processing, spreadsheets, databases, and presentations.
- Strong public relations, organizational, communication, and interpersonal skills including the ability to manage multiple priorities and projects; manage staff and multiple budgets; coordinate district emergency management functions; implement policy and procedures; interpret and present data; and present to large groups in a professional setting.
- Knowledge of the Texas Commission on Law Enforcement's (TCOLE) Statutes and Rules including the extensive background process for hiring.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Work is normally performed outside in non-climate-controlled weather conditions.
- Work environment involves some exposure to hazards of physical risks, which require following basic safety precautions.
- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicate with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on a long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations and services.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.
- Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.
- On call 24/7.
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