



Job Title: Lieutenant Investigator

Department: Campus Police and Security Services Department
Reports To: Campus Police Chief
Grade: TS-10
Number of Days: 12 Months
Security Access: All sites
Current Date: May 3, 2017
Overtime Status: Non-Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Under supervision of the police chief, investigates alleged or suspected civil or criminal violations of federal and state laws, local statutes and ordinances, and district polices and regulations; examines scene of crime; locates, collects, identifies, and maintains custody of evidence; interviews victims, witnesses, and potential suspects; verifies information obtained to establish accuracy and authenticity of facts; determine if evidence is sufficient to

recommend prosecution; report critical information to and assist governmental law enforcement agencies when applicable. Is the primary interface to the city/county district attorney.

Is responsible for a wide variety of duties, assisting the police chief and major in department administrative tasks when needed. May also support or temporarily carry out Police Sergeant duties for command and control in the field when needed.

Minimum Qualifications:

- High School diploma or GED required, bachelor's degree from an accredited college or university preferred
- Must possess and maintain CLEET certification
- Must maintain an Oklahoma Class "D" driver's license
- A minimum of 10 years of law enforcement experience with at least 3 years in a supervisory position

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Investigate and follow up on all reported crimes
- Prepare reports for referral to the district attorney's office
- Provide necessary testimony in court
- Develop and maintain an evidence/property room location and accountability system
- Be considered the primary caretaker for the evidence/property stored under the auspices of the TPS campus police force
- Is considered the primary liaison with other law enforcement agencies for sharing and/or gathering of intelligence as it relates to criminal activity, organized gang activity, drugs or narcotics in the schools or any other criminal enterprise that may be occurring
- Follow up on any reports of violations of protective orders or threats of violence against TPS employees that may occur on campus
- Work to gather information to prevent any offenses that may occur at school or at any special event
- Prepare all necessary reports, affidavits, search warrants, or documents related to investigations of incidents or crimes that have occurred on school property
- Will be considered an essential part of the surveillance camera programs in all facets, including maintenance and review
- Conduct internal investigations into complaints or allegations of misconduct by TPS police department employees or, when necessary, other TPS faculty and staff as ordered by the superintendent of schools. Such reports may be the basis for administrative action and even disciplinary action against TPS employees.
- Responsible for the *evidence room*, including disposal of evidence
- Maintain/track CLEET training records
- Must be able to pass a thorough background check and an oral board examination
- Must be able to work in both indoor and outdoor environments
- May be exposed to hazardous materials
- Subject to extended hours and emergency call back
- On call status as directed
- Maintain a comprehensive knowledge of relevant federal, state, and local laws and ordinances; to include applicable school board policies and procedures
- Enforce federal, state, city and district laws/ordinances/policies

- Assist in the process of hiring, interviewing and in the background investigation of persons considered for employment within the department
- Develop schedules and keep records for training for department personnel, particularly training declared as mandatory by CLEET or by statute
- Assist in the development and maintaining division and departmental budgets
- Interact with other agencies as required
- Assist with maintaining the following programs within the TPS system as it may relate to the department:
 - K9 demonstrations, drug dog activities, and any other educational or prevention programs funded either by the district or through specific grants in conjunction with the safe school programs
- Respond to emergency calls
- Respond to the scene of crimes and accidents as required
- Serve on assigned boards and committees as directed
- Perform various duties required of the police chief or major as needed
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to relate to and effectively communicate with diverse groups of individuals and stakeholders
- Must understand the role of a school resource officer and have the ability to diffuse situations where necessary and be able to respond appropriately when force is needed
- Ability to act as working supervisor and direct the activities of varied groups of officers and employees as required
- Physical requirements include the ability to defend others and self in combat; ability to lift or move people or heavy objects
- Vision, speech and hearing must be sufficient to perform essential tasks
- Must meet the physical standards for CLEET certification

Supervisory Responsibility:

- May function in Police Sergeant capacity for field command and control as needed

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Work in a school environment with a diverse population
- Extensive interaction with the public, specifically juveniles enrolled in the district
- Interact with other agencies in a multijurisdictional environment
- Deal with special needs students in a variety of situations
- Shift work with fluctuating schedule as necessary to meet the needs of the department and the district
- May be required to be in an "on call" status

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran

status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.