

Coordinator of Protective Services: Duties and Responsibilities:

The Coordinator of Protective Services will report to the Director of Continuing Education. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific duties include:

1. Coordinate and schedule Regional Basic Peace Officer Academy according to Vernon College, Texas Higher Education Coordinating Board (THECB), and Texas Commission on Law Enforcement (TCOLE) Rule 215.9 including but not limited to:
 - a. All testing in the academy.
 - b. All reviews in the academy.
 - c. Teach and/or be present for all practical application portions of firearms, professional police driving and defensive tactics.
 - d. Ensure that the clock hours mandated by TCOLE are met.
 - e. Enforce the academy rules.
 - f. Fulfill all requirements of the Academy Coordinator as put forth by TCOLE.
2. Coordinate and schedule Jailer's Schools as needed.
3. Coordinate and schedule in-service training for area law enforcement officers.
4. Assist Texas Department of Criminal Justice (TDCJ) with the coordination and scheduling of Correctional Officer Pre-service and In-service training.
5. Submit training rosters to TCOLE within 30 days of the last day of class.
6. Evaluate all aspects of Protective Service courses including instructors.
7. Advise protective services students.
8. Assist students with job placement.
9. Assist with recruitment for Protective Service Courses.
10. Hold advisory committee meetings in accordance with TCOLE and THECB standards.
11. Serve as Training Officer of the Vernon College police force; maintain police commission through required and other appropriate training; assist the Vernon College Director of Police by enforcing institutional rules, regulations, and laws at Vernon College facilities.
12. Assume other duties as assigned by Director of Continuing Education, Dean of Instructional Services, Vice-President of Instructional Services, and the President.

Revised: 12/95, 1/94, 3/98, 11/02, 2/11, 06/13, 02/16, 03/17, 03/19, 9/25