UNIVERSITY OF TEXAS SYSTEM

JOB DESCRIPTION

11/05/2013 6319

Lieutenant, University of Texas System Police

SUMMARY

Function: To provide responsible administrative, supervisory, and enforcement skills in the commissioned law enforcement services of The University of Texas System.

Scope: Responsible for coordinating the objectives of the administration of the Police Department and the law enforcement efforts within the areas under the control and jurisdiction of The University of Texas System. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

DUTIES

Typical: Plans, organizes, assigns, and supervises departmental activities including the enforcement of criminal law, Rules and Regulations of the Board of Regents, and the conduct of subordinates. Checks performance, appearance, and conduct of subordinates. Provides guidance and direction to staff on policies, procedures, and rules and regulations. Receives and relays directives, assignments, and special orders to subordinates. Makes evaluations and analyses concerning accomplishments of departmental goals and objectives. Observes and evaluates departmental operations for efficiency and effectiveness. Prepares and reviews various reports and makes recommendations. Performs line inspections. Develops and administers training programs. Investigates circumstances surrounding violations of law and University regulations and policies. Conducts investigations, writes reports, and recommends appropriate actions. May be required to perform direct law enforcement activities, including preventing or suppressing crime and making arrests. Performs related duties as required.

Periodic:

Confers with University administrators, faculty, staff and students; and other law enforcement, court and governmental officials on matters of mutual interest. Prepares work schedules and assigns overtime; approves the use of vacation leave.

## SUPERVISION

Received: General supervision from the next higher ranking officer.

Given: Direct supervision of Sergeants and general supervision to subordinate university police personnel.

EDUCATION

Required: At the time the promotional process is undertaken, applicant must have accrued a minimum of 90 credit hours from an accredited institution of higher education. Possess an Intermediate Certification from the Texas Commission on Law Enforcement Officer Standards and Education.

Preferred: Possess Advanced and Instructor Certification from the Texas Commission on Law Enforcement Officer Standards and Education at the time the promotional examination is taken.

# EXPERIENCE

Required: At the time the promotional examination is taken, applicant must be currently serving as a UTSP sergeant who has completed probation (following promotion) successfully and either five years’ UTSP experience or three years’ UTSP service and two years’ service in another full service law enforcement agency as a full time commissioned peace officer

Preferred: .Advanced Certificate from TCLEOSE

### EQUIPMENT

Required: Must be proficient with the operation and safety procedures of all equipment utilized by the University Police Department necessary to perform assigned duties.

## ACCURACY

Must successfully pass an approved promotional process administered by the Director of Police, or designee. Proficiency in all phases of duties performed. Must demonstrate logical and effective problem solving ability. Must be capable of providing creditable testimony in a court of law.

PHYSICAL CAPABILITIES

Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding. Good physical condition and vision, ability to hear, speak, and full use of arms and legs.

## WORKING CONDITIONS

Usual: Occasional exposure to outside weather conditions. May be required to work during daytime or nighttime hours on one of three shifts with varying days off and on holidays. Work involves a degree of danger.

OTHER

Must hold a Peace Officer Commission issued by The University of Texas System. Must possess a valid driver’s license not subject to suspension and must be eligible to drive a University of Texas owned or leased vehicle. Must have thorough knowledge of and ability to apply supervisory methods, personnel management and evaluation, planning and coordinating, and effective written, oral, and interpersonal communication skills. Must successfully complete a minimum six (6) month promotion review period immediately following date of promotion. Must have the physical and mental capabilities to properly carry out responsibilities and duties as a commissioned police officer of The University of Texas System. Knowledge and skills in emergency medical procedures, first aid, and CPR techniques.

This is a security-sensitive position and thereby subject to the provisions of Section 51.215, Texas Education Code.

If this position is classified as second in command, reporting directly to the department’s chief of police, the Director of System Police may consider waiving UT System tenure requirements.

The position of University of Texas System Police Lieutenant may be an exempt or non-exempt position depending upon the respective institution’s Human Resources classification