Lieutenant

Job Code 50029392

General Description
Assist the Chief of Police with the administration, management and oversight of the University Police Department including rendering basic police services in an effort to reduce incidences of crime and enforce federal, state and local laws and ordinances.

Examples of Duties
Prepare and monitor the budget. Approve budget for the units under this position’s direction. Provide primary supervision for: Administrative Sergeant, System Support Specialist and Fleet Manager. Act as a liaison to faculty, staff and students regarding University concerns. Work with Chief of Police, Human Resources and department to address concerns and resolve grievances. Instruct personnel in correct application of laws and in matters of code of conduct. Represent the Chief as needed at command staff meetings and on the advisory board. Perform internal affairs investigations as assigned by the Chief/Director. Receive, review and disseminate all incoming correspondence. Perform additional tasks as assigned by the Chief of Police.

Knowledge, Skills, and Abilities
Knowledge of: duties and responsibilities of the units within the police department; laws, court cases and legislative updates; University policies and procedures; proper and proficient use of a firearm.

Skill in: supervisory and management skills; self-motivation and meeting deadlines; conflict resolution and mediation; inspiring teamwork and collaboration; clear and effective communication.

Ability to: prepare clear, concise and grammatically correct reports and documentation; perform basic math and prepare budget; develop and interpret crime statistics; console victims of crime and families.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Texas Police Officer License.