THE UNIVERSITY OF TEXAS SYSTEM

JOB DESCRIPTION

June 13, 2013 6318

Captain, 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 area 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, and supervises departmental activities including the enforcement of criminal law, Rules and Regulations of the Board of Regents, and the conduct of staff, students, and visitors. Develops program guidelines, procedures, policies, and rules and regulations. Receives and relays directives, assignments, and special orders to subordinates. Provides guidance and direction to staff on policies, procedures, and rules and regulations. Evaluates subordinates' work. Evaluates and makes recommendations concerning departmental productivity and accomplishments of department's goals and objectives. Evaluates allocation of resources and makes recommendations. Prepares and reviews various reports and makes recommendations. Assists in recruitment programs and instructs in training programs. Investigates circumstances surrounding violations of law and University regulations or policies. 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 law enforcement, court and governmental officials on matters of mutual interest.

SUPERVISION

Received: General supervision from the Chief of Police and/or Assistant Chief of Police, University Police Department.

Given: General supervision to subordinate University Police Department personnel.

EDUCATION

Required: At the time the promotional process is undertaken, applicant must possess a bachelor’s degree from an accredited institution of higher andpossess an Advanced Certification from the Texas Commission on Law Enforcement Officer Standards and Education.

Preferred: Possess a graduate degree.

EXPERIENCE

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

Preferred: Eight years of experience as a commissioned police officer, which includes at least four years of experience at a University of Texas System Police Department and no less than two years served at the next lower rank.

# 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 able to provide 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 day or night 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 owned or leased motor vehicle. Must have thorough knowledge and ability to apply supervisory methods, personnel management, and evaluation, planning and coordinating and interpersonal communications. Effective written and oral communications 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 position is classified as security-sensitive, 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.