THE UNIVERSITY OF TEXAS SYSTEM

### JOB DESCRIPTION

08/01/22 0545

 Police Inspector

SUMMARY

Function: To support the Office of the Director of Police (ODOP) in guiding, managing, contributing to and supervising all aspects of law enforcement, protection and security activities, training activities and inspectional activities throughout the U.T. System Police (UTSP).

Scope: Responsible for coordinating the objectives of the administration of the UT System Police Department and the law enforcement, protection and security efforts within the areas in the State of Texas under the control and jurisdiction of the University of Texas System Police. 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: Ensure that full force and effect is given to UTS Policy 170, Oversight of Law Enforcement and Security for the University of Texas System, and ensure that the direction, guidance, recommendations and obligations of the Director of Police, as the UT System Chief Law Enforcement Officer and Agency Administrator, are carried out; have strong working knowledge and understanding of UTS Policy 170; conduct inspections of institution police departments as required; evaluate and make recommendations accordingly in an articulate written fashion; and be able to de-brief the institution chief of police and staff successfully.

Provide an informed perspective for UTSP/ODOP policy development that ensures common/appropriate operating practices and processes within institution police departments; make informed recommendations on policy to ensure compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the best practices of the law enforcement profession. Shared responsibility to ensure institution police departments are compliant with UTSP/ODOP policy and nationally recognized evidence-based practices.

Be conversant regarding contemporary policing and criminal justice practices in general and law enforcement in Texas in particular; be able to offer an informed position and/or perspective as a skilled police practitioner, subject matter expert and executive to institution Chiefs of Police, institution police departments or others, on behalf of the Director of Police.

Be prepared to develop curriculum, coordinate scheduling for police training and participate as an instructor at the UT System Police Academy; be capable of developing and maintaining strong positive relationships with police cadets, trainees or in-service officer course participants; ensure such training requirements are executed to be compliant with the requirements of the Texas Commission on Law Enforcement (TCOLE); be conversant regarding TCOLE training requirements; serve as an academy instructor as required.

Successfully conduct administrative or criminal investigations at institution police departments or elsewhere on behalf of the Director of Police; includes the ability to successfully articulate in written fashion the outcomes of the investigation; report-writing must be error-free, accurate, analytical and comprehensive. Establish open, enduring and productive lines of communication with assigned campuses.

Be capable of managing multiple demanding tasks simultaneously, including policy development, field investigations, security support to the Chancellor and Board of Regents, background investigations, budget proposal preparation, capital projects; community presentations and emergency responses in the field; successful management of multiple tasks must be undertaken with minimal guidance/direction. Be prepared to operate successfully in a high tempo operational environment, assume an on call responsibility as needed and travel/deploy on short notice.

Be able to create and maintain mutually productive relationships with other federal, state, county and local law enforcement agencies as well as private security enterprises and representatives in the state and federal intelligence community.

Compile, assess and analyze crime data; operate in the Office of Director of Police Emergency Operations Center; complete complex criminal and administrative investigations that may be prompted by misfeasance, malfeasance, non-feasance, criminal activity or violation of UT System Police policy as well as highly visible use of force investigations including officer involved deaths; complete background investigations for prospective licensees (officers and telecommunicators) that are TCOLE-compliant; participate in special protection programs including executive protection; engage in grant coordination as required; properly and effectively maintain high value equipment, resources and firearms.

Periodic: Other functions as assigned.

SUPERVISION

Received: Works under limited supervision, with significant latitude for the use of initiative and independent judgment.

Provided: As an instructor at the UT System Police Academy, may supervise a large number of students.

EDUCATION

Required: Bachelor’s degree from an accredited university or college.

EXPERIENCE:

Required: Position open only to applicants currently employed at a University of Texas System academic or health institution police department, unless waived by the Director of Police; 10 years of aggregate law enforcement experience and currently hold a minimum rank of UTSP Sergeant (or the equivalent) for a period of two years or have held the rank of Police Sergeant successfully at another full service law enforcement agency for a period of at least two years.

EQUIPMENT

Required: Must be proficient in the operational use and safety procedures of all equipment utilized by the Office of Director of Police necessary to perform assigned tasks.

ACCURACY

 Proficiency in all phases of duties performed. Must demonstrate logical, effective problem solving ability. Must be able to provide credible 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. Excellent physical condition and vision, ability to hear and speak and full use of arms and legs.

WORKING CONDITIONS

Usual: Exposure to outside weather conditions. May be required to work either day or night with varying days off and on holidays. Work involves a degree of hazard.

# OTHER

 Possess a current Texas Peace Officer license and an Advanced certification issued by TCOLE or be eligible to acquire both based on TCOLE provisions or equivalent recognition in another state with which Texas has a reciprocal agreement, as authorized by the Director of Police; a current Texas Class "C" Operator's Driver's License (or the equivalent from another state); must be eligible to drive a University owned or leased motor vehicle. Must possess TCOLE instructor certification (or the equivalent) or currently scheduled to obtain same; demonstrated proficiency in firearms and the ability to successfully meet the statutorily mandated TCOLE requirements for licensing as a Texas peace officer and pass the standard UTSP background investigation Must meet certain prerequisites established by the Director of Police, the Board of Regents, and the Texas Commission on Law Enforcement concerning age requirements and physical, mental, and educational standards. Effective written and oral communications skills. 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 Police and as a Texas peace officer. Must possess 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.