THE UNIVERSITY OF TEXAS SYSTEM JOB DESCRIPTION

October 2026 Assistant Chief of Police

SUMMARY

Function: Assists the Chief of Police in the development, administration, coordination and implementation of departmental policies, procedures and activities. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Scope: Responsible for coordinating the objectives of the administration of the Police Department and the law enforcement and security efforts within the areas under the control and jurisdiction of the University of Texas System. Assists the Chief of Police in commanding the day-to-day operations of the Police Department.

DUTIES

Typical: Develops and implements goals, objectives, policies and procedures for the department and work units assigned; assists in developing the departmental budget and provides administrative guidance for the control of budget expenditures.

Directs the preparation of a variety of records and reports relating to departmental activities; prepares reviews and presents reports and other necessary correspondence; reviews and evaluates reports and other documents submitted by subordinate personnel.

Evaluates and modifies, as required, programs, activities, policies, procedures, rules, orders and regulations to ensure compliance with the university's and department's mission, goals, objectives, core values, Board of Regent's Rules, U.T. System Police policies, university operating procedures, department policies and general law.

Designs, coordinates and implements the organization and mobilization efforts of the university community to achieve the department's mission, goals and objectives.

Reviews and directs the department's fiscal, equipment and human resources activities and services; develops, reviews and manages staff and employee recruitment, development and training.

Identifies and resolves challenging public safety and university community concerns.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations and training employees; planning, assigning and directing work, appraising performance; rewarding employees; addressing complaints and resolving problems.

Designs and implements operational, technical and administrative methods of university community policing, crime prevention, delinquency control, law enforcement and related functions, including but not limited to, investigations and identification, patrol, traffic control and safety.

Coordinates law enforcement activities with other departments and law enforcement agencies.

Periodic: Controls and commands major investigations, emergency management situations and large university special events. Performs risk management assessments and develops related preparedness, response and mitigation guidance.

Represents the Chief of Police at meetings, conferences and other public functions; acts, as directed, as media spokesperson for the police department.

Conducts, directs and reviews investigations of officer and staff misconduct within the police department and makes disciplinary action recommendations to the Chief of Police.

Participates in professional organizations and on a variety of boards, commissions and committees.

Assumes command of the police department in the absence of the chief.

Responds to incident scenes.

SUPERVISION

Received: Normally by the Chief of Police
Given: As assigned

EDUCATION

Required: Bachelor's degree in Criminal Justice or related field from an accredited college or university. Must have a Texas Peace Officer license, Master Peace Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education, and a Class "C' Texas driver's license or eligible for same.

Preferred: Completion of an advanced police management and leadership training such as the FBI National Academy, PERF's Senior Management Institute for Police, Southern Police Institute, Northwestern Command College, Naval Post Graduate School, Law Enforcement Management Institute of Texas, or IACLEA Executive Development Course. Master's degree in Criminal Justice or related field.

EXPERIENCE

Required: Ten years of increasingly responsible broad based experience as a commissioned police officer with a recognized law enforcement agency with four years of

management and command-level responsibility.

Preferred: Five years of major command responsibility as a Police Lieutenant or Captain. Experience and knowledge in the areas of event management, homeland security, risk management, emergency management, dignitary protection and building security. Within the UTSP persons holding the title of Deputy Chief of Police, Captain or Lieutenant or the equivalent are eligible to apply.

EQUIPMENT

Required: Must be proficient in the operation and safety procedures of all equipment utilized by the University Police Department 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 on any one of three shifts with varying days off and on holidays. Work involves a degree of hazard.

OTHER

Must hold a Peace Officer Commission, issued by The University of Texas System, and a valid driver's license not subject to suspension. Must be eligible to drive a University owned or leased motor vehicle. 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. 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.

Any qualifications to be considered as equivalents or substitutes or waived, in lieu of stated minimums, require the prior approval of the Executive Director of Police, The University of Texas System; such requests may be submitted to the Executive Director of Police by the employing Chief of Police.