THE UNIVERSITY OF TEXAS SYSTEM

JOB DESCRIPTION

June 2022 0406

**Chief, University Police**

POSITION DESCRIPTION

Reporting to the Vice President and Chief of Staff, this position is responsible for the effective leadership, management, and operation of the University of Texas at Dallas (UT Dallas) Police Department on the main Richardson campus, UT Dallas facilities in the Southwestern Medical District, and other geographically separated university facilities. Responsibilities include but are not limited to: 1) planning, organizing and directing the activities of the department; enforcing state laws and The University of Texas System (UT System) Board of Regents’ Rules and Regulations; 2) ensuring a safe and secure environment for teaching, research, and public service through patrol, response to calls for service, investigations, and education; 3) and promoting programs and philosophies that reflect community policing best practices and that are consistent with the direction and oversight provided by the UT System Office of Director of Police (ODOP).

ESSENTIAL FUNCTIONS

* The Chief of Police works closely and collaboratively with senior university leadership, student leadership, and external stakeholders, including other local law enforcement and public safety agencies, to assess, plan for, and respond to critical campus law enforcement, public safety, and security concerns;
* The Chief of Police coordinates with internal and external organizations and stakeholders regarding major activities held on campus, including but not limited to: the legitimate expression of right to free speech and assembly, athletic events, concerts, speaker series, commencement/graduation exercises, and other student/public assemblies.
* The Chief of Police manages the departmental operating budget, establishes an ongoing strategic plan for the department, including plans for personnel recruitment and retention; staff development and training, and succession planning,
* The Chief of Police possesses knowledge and understanding of: 1) the status of the UT System Police as a single state law enforcement agency and the relationship between the Chief of Police and the Director of Police; 2) UT System Policy 170: Oversight for Law Enforcement and Security for the University of Texas System; 3) ODOP Policy 104: Law Enforcement Authority, and ODOP Policy 105: Jurisdiction of a University of Texas System Police Officer, as well as the most current ODOP Annual Report to the UT System Board of Regents; and 4) compliance requirements established in ODOP Policy 107: Inspection and Staff Assistance Program.
* The Chief of Police serves as the primary spokesperson for the institution on law enforcement, public safety and security matters.

OTHER/Incidental functions

* The ability and willingness to discharge the responsibilities and obligations of a Texas peace officer;
* Other functions as assigned.

LICENSES

Class "C" Operator's Driver's License. Applicant selected must provide a current three-year driving record from the current state of residence. If not currently a Texas resident, the applicant must obtain a Texas driver's license within 30 days after becoming a Texas resident.

Required qualifications

The selected candidate shall, as a minimum:

* Have a bachelor's degree in an appropriate or related field; a minimum of fifteen years of progressively varied and responsible experience as a certified/licensed full-time law enforcement officer with a recognized law enforcement agency(ies), including at least five years of service in an administrative, supervisory, or management position at the rank of Police Captain/Commander or above (or the equivalent);
* Have or be eligible to obtain, a Texas Driver's License, a Texas Peace Officer License, and Master Certification from the Texas Commission on Law Enforcement (TCOLE). If not possessed, the required license(s) and certification must be obtained no later than six months following the date of the appointment. The process for licensing as a Texas Peace officer may require the successful completion of a required course of study and a licensing examination administered by TCOLE;
* Have demonstrated leadership capabilities including, but not limited to:
	+ Excellent spoken and written communications skills;
	+ Strategic planning skills; and
	+ The ability to foster a positive and rewarding work environment while maintaining professional discipline in the department;
* Have a reputation and record of honesty, integrity and ethical conduct, and the inter-personal skills necessary to work successfully with students, faculty, staff, visitors and the general public;
* Have an understanding of the national law enforcement accreditation process and associated standards;
* Have a demonstrated record of successful leadership and an understanding of the challenges of 21st century community policing;
* Have a working knowledge of the Incident Command System and National Incident Management System; and
* Be able to successfully pass a rigorous background investigation conducted by the Office of Director of Police.

Preferred Qualifications

* Working knowledge of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act;
* A master's degree
* Executive training through the FBI National Academy, the Senior Management Institute for Police or an equivalent agency;
* Law enforcement leadership experience working in a higher education environment;
* Experience in a leadership position in a major municipal police department.

This is a security sensitive position requiring a comprehensive background investigation; the candidate must also be able to qualify for a U. S. government Secret security clearance