

JOB INFORMATION

Effective Date	10/12/2021
Job Code:	2610
Job Title:	Assistant Chief of Police
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Safety & Security
Job Family:	security
Job Summary	Under direction of the Chief of Police, the Assistant Chief of Police assists the Chief of Police in the leadership, management and operation of the department; assists in the development, administration, coordination and implementation of departmental policies, procedures and activities. Assists the Chief in the role of Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Responsible for implementing the objectives of the Police Department and the law enforcement and security efforts within the areas under the control and jurisdiction of the University of Houston-Clear Lake; understands and supports all state statutes and Department, University and System policies and their proper implementation. Aligns all staff duties with university and divisional level strategic objectives and initiatives.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	from an accredited college or university	Required	
Master's Degree	in Criminal Justice or related field. Graduate of the Law Enforcement Management Institute of Texas (LEMIT) or the Federal Bureau of Investigation National Academy (FBI-NA) or equivalent executive training.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum ten years of experience as a licensed police officer. Minimum five years of experience as a police supervisor.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Minimum three years of command responsibility as a Police Lieutenant (or equivalent)		
Progressive	Progressive experience and knowledge in the areas of event management, homeland security, risk management, emergency management, executive protection and physical security. Progressive experience with Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act. Progressive experience working in a CALEA or IACLEA accredited law enforcement agency.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	A Texas Peace Officer License issued by the Texas Commission on Law Enforcement		Required	
	A Master Certification issued by the Texas Commission on Law Enforcement		Required	
	Valid Texas Driver's License		Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to make complex, administrative and operational decisions.	
• Ability to educate, persuade and work collaboratively within a culturally diverse setting.	
• Analytical and problem-solving skills.	
• Public speaking skills.	
• Must be skilled in policy development.	
• Ability to effect organizational change and improvement.	
• Ability to establish and maintain effective working relationships with subordinates, coworkers and the public.	
• Ability to align functions and duties with University level and Divisional Strategic Objectives and initiatives to enhance the student experience, improve University recognition and image, align resources with priorities, and improve business operations.	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Handles day-to-day operations of the Police Department to include the interactive work products of patrol, communication, investigations, technical services and student support services. 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.	50%

Essential Functions

Essential Function	% TIME
Designs and implements operational, technical and administrative methods and programs for criminal and administrative investigations, patrol operations, traffic control, public safety, incident command, risk mitigation, threat abatement and tactical response to critical events. As needed, coordinates law enforcement and security activities with other departments and law enforcement agencies.	
<ul style="list-style-type: none"> 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, System policies, university operating procedures, department policies and general law. <p>Reviews and directs the Department's equipment and human resources activities and services; develops reviews and manages staff and employee recruitment, development and training. Identifies and resolves challenging public and human relations problems.</p>	25%
<ul style="list-style-type: none"> 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. <p>Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work, appraising performance; rewarding employees; addressing complaints and resolving problems.</p>	20%
<ul style="list-style-type: none"> Performs other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	Yes
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Safety & Security

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Carrying				X		
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping				X		
Kneeling				X		
Crouching				X		
Crawling			X			
Reaching				X		
Handling				X		

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Grasping				X		
Feeling					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description