

University of Houston – Clear Lake

Position Description

Job Title: **Lieutenant**

Job Code: **3293**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination of education and police officer experience.	Bachelor's degree with major in Criminal Justice, Business or related program.
Experience	Two years as a police supervisor of sergeant or higher.	Two years supervisor experience at a university police department.
License/Certification	Permanent Texas Peace Officer License issued by TCLEOSE. Intermediate Certificate from TCLEOSE Texas Drivers License.	Advanced Certification from TCLEOSE

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

With minimal supervision from the Chief of Police, the Police Lieutenant with the University of Houston-Clear Lake Police Department is responsible for the leadership, direction, management and supervision of the Field Operations Division of the Department. The Field Operations Division consists of Patrol, Traffic, Parking Enforcement, Investigations, Community Outreach, Special Events Planning, Critical Incident Preparedness, and Victims Witness Assistance. The Lieutenant will ensure that the Division provides quality services in a consistent and effective manner and that the functional responsibilities of the division are fulfilled. The Lieutenant will constantly evaluate the performance of units and individuals within the Field Operations Division to ensure that the functions and duties are performed in a courteous, professional manner and to the highest ethical standards. The Lieutenant must work cohesively with the civilian Assistant Director of Police Support Services Division. The Lieutenant will also interact routinely with the members of the university community to determine whether the Field Operations Division is meeting the expectations of the community and make changes accordingly. The Lieutenant will work closely with other organizations and persons, internal and external to the University, to coordinate smooth and effective operations and events. In the absence of the Chief of Police, the Lieutenant will serve as Chief Executive Officer of the Police Department; therefore, must be familiar with all aspects of department operations.

Duties and responsibilities

% Time

Provides leadership and direction to the division consistent with the mission of the University of Houston-Clear Lake and the Police Department through the use of goals, objectives, values, coaching, collaboration, cooperation, community policing and problem solving strategies. Evaluates the operation of the division to ensure that it performs the functions for which it is responsible in an effective, efficient, professional, courteous and ethical manner with sensitivity to the diversity and uniqueness of the campus community. Initiates corrective action when performance does not attain these standards.	20
Plan, staff and supervise special events. Train and prepare sworn personnel for critical incident response. Directly supervise critical operations and emergencies for which the Department is responsible, including response tactics.	10

Conduct criminal investigations. Oversee the community outreach function.	10
Develops and manages resources needed by the division to satisfactorily accomplish its responsibilities to include personnel, equipment, supplies and capital improvements.	10
Organize, plan, and delegate the workload of the division to ensure all responsibilities are met in a timely manner and that the personnel of the division have ownership.	10
Maintain records, statistics and documentation of department, division and individual performance.	10
Prepare reports, evaluations, and action plans as needed, scheduled, or assigned.	10
Plan, staff and supervise special events. Coach, counsel and mentor members of the Department to increase their contributions to the department, improve self-esteem and confidence, and create a positive work environment.	10
Other duties as assigned by the Chief of Police	10

This position description describes the general qualifications, duties and responsibilities of work being performed.