

University of Houston – Clear Lake

Position Description

Job Title: **Chief of Police**

Job Code: **2355**

Pay Grade: **080**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree	Graduate of the Law Enforcement Management Institute of Texas (LEMIT) or the Federal Bureau of Investigation National Academy (FBI-NA) or equivalent executive training.
Experience	Ten (10) years of increasingly responsible broad based experience as a licensed police officer with a recognized law enforcement agency to include five (5) years of management and command-level responsibilities.	Experience in higher education
License/Certification	A Texas Peace Officer License issued by the Texas Commission on Law Enforcement Officers Standards and Education. A Master Certification issued by the Texas Commission on Law Enforcement Officers Standards and Education. Texas Driver's License	

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

POSITION SUMMARY

The Chief of Police oversees and directs all the activities of the Police Department 24 hours a day, 7 days a week. This position provides administrative direction and oversight for comprehensive police services, security and law enforcement programs. Police services include providing expert professional assistance to the UHCL management team; fostering cooperative working relationships within the university community, intergovernmental, regulatory and other outside agencies and working with various public and private groups. Responsibilities include ensuring that community-oriented services are of the highest quality, strategic planning for use of resources, and coordinating the activities of the department with those of other local public safety agencies.

Duties and responsibilities

% Time

Directs the enforcement of Federal and State laws, Education Code, UH System Board of Regents' Rules and Regulations, and UHCL Rules and Regulations.	
Directs the day-to-day operations, financial and personnel activities of the department. Plans for the department's short and long term development. Accountable for budget development, analysis and administration to include procurement of equipment to support a law enforcement agency of this caliber.	
Analyzes overall operation of department and identifies and implements necessary organizational, functional and policy changes. Develops and obtains approval for department, personnel, and expense budgets with budget guidelines.	

Responsible for the recruitment, retention, and development of the professional and support staff to include but not limited to: interviews/hiring, performance appraisals, salary adjustments, reclassifications, on-going training, and discipline. Consults with and provides direction to University Police staff as they carry out daily operations.	
Coordinates and acts as liaison with all criminal justice agencies, including but not limited to the U.S. Department of Justice agencies, courts in criminal matters, and State, County, and Municipal Police agencies. Stays abreast of constitutional law, Texas Penal Code, Code of Criminal Procedure, Uniform Traffic Laws, and Texas Educational Code. Directs criminal investigation and case management, parking facilities operations and programs for crime prevention and emergency preparedness.	
Identifies appropriate internal controls for department; provides mechanisms to monitor and enforce compliance. Identifies short and long range planning needs and assists others with the development of broad directives to implement plans; analyzes and evaluates data to make appropriate recommendations.	
Formulates and administers departmental policies and procedures that establish proper authority and status of public safety. Confers with students and employees about police policies, regulations, and violations.	
Coordinates and implements plans of action for special events. Assumes Emergency Coordinator Position. Reviews, coordinates and initiates security systems for the safety of personnel as well as buildings and equipment.	

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