

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	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. Assist 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.

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	
High School Diploma or GED	Related training and experience, knowledge and skills, and past job performance may be substituted for a Bachelor's degree	Required	
Master's Degree	in Criminal Justice or related field	Preferred	
High School Diploma or GED	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	years of experience as a licensed police officer	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	years of experience as a police supervisor	Required	
Considerable	years of command responsibility as a Police Lieutenant or higher in a university police department	Preferred	
Less than 3 yrs	Experience and knowledge in the areas of event management, homeland security, risk management, emergency management, executive protection and physical security	Preferred	
Less than 3 yrs	Working knowledge of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act	Preferred	
Less than 3 yrs	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
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Handles the daily operations of the Police Department including the interactive work products of patrol, communication, investigations, technical services and student support services. Assures all divisions within the Police Department are working harmoniously toward Department objectives and within the Department's mission. 	50%
<ul style="list-style-type: none"> Develops and implements goals, objectives, policies and procedures for the department and work units assigned; assists in developing departmental budget and provides administrative guidance for the control of budget expenditures. 	10%
<ul style="list-style-type: none"> Designs and implements operational, technical and administrative methods and programs for community policing, crime prevention, law enforcement and related functions, including but not limited to, 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. 	10%
<ul style="list-style-type: none"> Identifies and resolves challenging public and human relations problems. 	10%
<ul style="list-style-type: none"> Reviews and directs departmental equipment and human resources activities and services; develops reviews and manages staff and employee recruitment, development and training. 	5%
<ul style="list-style-type: none"> Directs the preparation of various 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. 	5%

Essential Functions

	Essential Function	% TIME
•	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.	5%
•	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.	5%
•	Performs other duties as assigned.	0%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	Yes

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description