

**JOB INFORMATION**

Effective Date	10/13/2021
Job Code:	2355
Job Title:	Chief of Police
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Safety & Security
Job Family:	Security
Job Summary	<p>The Chief of Police oversees and directs all the activities of the Police Department 24 hours a day, 7 days a week. Provides administrative direction and oversight for comprehensive police services and 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 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. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The UHCL Chief of Police will coordinate with the University of Houston System Assistant Vice Chancellor of Police Operations and the University of Houston-Downtown Chief of Police to develop policies and standards, including training, that are consistent, current, and indicative of best practices.</p>

**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	or equivalent combination of education and experience, including US military experience with honorable discharge, training and/or knowledge may be substituted	Required	
Bachelor'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	
Progressive	years of increasingly responsible broad based experience as a licensed police officer with a recognized law enforcement agency including five years of management and command-level responsibilities	Required	
Less than 3 yrs	must have substantial experience in campus law enforcement, with command supervision, budget and operational responsibility for safety and security	Required	
Less than 3 yrs	experience working with law enforcement accreditation or recognition programs.	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 or equivalent from another state with the ability to obtain a TCOLE license within one year		Required	
	Possession of at least an Advanced Peace Officer Proficiency Certificate issued by the Texas Commission on Law Enforcement or an equivalent proficiency certificate issued by an equivalent licensing entity in another state		Required	
	Possession of a valid Texas Driver's License, or obtain Texas Driver's License by the time of appointment		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"> <li>Must have extensive knowledge of constitutional law, Texas Penal Code, Code of Criminal Procedure, Uniform Traffic Laws, and Texas Educational Code. Directs the enforcement of Federal and State laws, Education Code, UH System Board of Regents' Rules and Regulations, and UHCL Rules and Regulations</li> </ul>	25%
<ul style="list-style-type: none"> <li>Directs the daily operations, financial and personnel activities of the Police 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.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Consults with and provides direction to University Police staff as they carry out daily operations. 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</li> </ul>	20%
<ul style="list-style-type: none"> <li>Prepares, submits, and maintains all required university, state and federally mandated reports including but not limited to the Clery Act and the Uniform Crime Report (UCR). Coordinates and</li> </ul>	10%

## Essential Functions

Essential Function	% TIME
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	
<ul style="list-style-type: none"> <li>Varied duties based on seasonal influences, university calendar, emergency conditions and special events as shown below: 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. Directs criminal investigation and case management for crime prevention and emergency preparedness. 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. Works in conjunction with the Director of Emergency Management. Reviews, coordinates and initiates security systems for the safety of personnel as well as buildings and equipment</li> </ul>	20%

## PRE-EMPLOYMENT

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

## 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					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description