

JOB INFORMATION

Effective Date	10/13/2021
Job Code:	2355
Job Title:	Executive Director, Public Safety/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	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.

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	Master's degree or Bachelor's degree with an equivalent combination of education and experience, including US military experience with an honorable discharge. Training and/or knowledge may be substituted.	Required	
Bachelor's Degree	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. Experience in the areas of event management, homeland security, risk management, emergency management, dignitary protection, and building security.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum twelve 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	
Less than 3 yrs	National Incident Management System (NIMS) training certification.	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
• Ability to make complex, administrative, and operational decisions, and develop policies.	Proficient
• Ability to educate, persuade and work collaboratively within a culturally diverse setting, must be skilled in public speaking.	Skilled
• Demonstrate analytical and problem solving skills.	Skilled
• Ability to effect organizational change and improvement.	Skilled
• Ability to establish and maintain effective working relationships with subordinates, co-workers, and the public.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Develops and implements goals, objectives, strategies, policies and procedures for the Public Safety unit, comprised of the Police Department, Office of Emergency Management and Environmental Health and Safety (EH&S) Office.	50%
• Applies the units' fiscal, equipment, and human resources to support activities and provide services that enhance campus safety/security. Commands and controls law enforcement	20%

Essential Functions

Essential Function	% TIME
operations for major investigations, emergency management situations, and large university special events. Organizes directs and control personnel and resources of the unit including holding subordinate supervisor positions accountable for the effective and efficient conduct of members of under their supervision and control.	
<ul style="list-style-type: none"> Applies advanced and innovative concepts and best practices in campus law enforcement, emergency management, and EHS to achieve unit objectives and continuously improve performance. 	20%
<ul style="list-style-type: none"> Serves as primary liaison to local, state and federal law enforcement, EH&S and related support services. Incorporates new developments as appropriate. 	5%
<ul style="list-style-type: none"> Serves as Campus Security Survey Administrator as mandated by Federal Law and produces the federally mandated campus security survey. 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		
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