

**JOB INFORMATION**

Effective Date	10/22/2021
Job Code:	3293
Job Title:	Police Lieutenant
Salary Grade/Structure:	999 - 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 Police Lieutenant is responsible for the leadership, direction, management, and supervision of the Field Operations Division of the Police Department, with minimal supervision from the Assistant Chief of Police or Chief of Police. Ensure the Field Operations Division (which consists of Patrol, Traffic, Communications, Critical Incident Preparedness, and Victims Witness Assistance) provides quality services consistently and effectively and that the functional responsibilities of the division are fulfilled. Constantly evaluate the performance of units and individuals within the Division to ensure that the functions and duties are performed in a courteous, professional manner and to the highest ethical standards. Continuously assess and guide police professionalism, training, and directive adherence.</p> <p>Work cohesively with supervisors of other police department divisions and the senior command staff. Interact routinely with the members of the university community to determine if the Police Department is meeting the expectations of the community. Closely work 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 and the Assistant Chief of Police, the Lieutenant will serve as the Chief Executive Officer of the Police Department.</p> <p>Alternate with the Chief of Police and Assistant Chief of Police working after hours and weekend on-call status and will be required to maintain available contact 24/7 unless on approved leave. Serve as a representative of the University, displaying courtesy, tact, consideration, and discretion in all interactions with other members of the University community and with the public. Serve as a Campus Security Authority as defined by the Jeanne Clery Disclosure of campus security policy and Campus Crime Statistics Act (Clery Act).</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	
Associate's Degree	and four years active U.S. military service OR a Bachelor's degree OR five years of experience as a police officer	Required	or
Bachelor's Degree	with major in Criminal Justice, Business or related program	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	At least two years of experience as a police sergeant at UHCL or four years of experience as a police sergeant at another Texas police agency.	Required	
Less than 3 yrs	Experience as a Police Supervisor at a university law enforcement agency	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Permanent Texas Peace Officer License issued by TCOLE		Required	
	Advanced Certificate from TCOLE		Required	
	Texas Drivers License		Required	
	Master Certificate from TCOLE		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Effective verbal and written communications skills including group presentations, media interviews and press releases, report preparation and personnel instructions.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Comprehensive understanding of the culture of the University, the relationship of the Police Department with the University community, the mission of the University, and policies and procedures of the University and the Police Department.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to develop positive and productive working relationships within the department, as well as with institutional and community leaders, personnel of other law enforcement and community agencies, and the students, faculty and staff of the University of Houston-Clear Lake.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Demonstrated problem solving and analytical skills, applied in a confident, comprehensive manner even while addressing highly stressful and critical situations.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to prepare and implement comprehensive plans to deal with special events, police operations and investigations.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Thorough understanding of community policing, crime prevention and customer service as strategies utilized by the University of Houston-Clear Lake Police Department to achieve community awareness and partnerships in maintaining a safe University environment.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must be innovative and have a demonstrated ability to inspire and encourage creativity in others.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Demonstrated knowledge and uniform, consistent and equitable application of the UHCL policy, Texas penal and traffic laws.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>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.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Provide leadership and direction to the Field Operations 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. Evaluate 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. Initiate corrective action when performance does not attain these standards.</li> </ul>	50%
<ul style="list-style-type: none"> <li>Coach, counsel and mentor members of the Division to increase their contributions to the department, improve self-esteem and confidence, and create a positive work environment.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Develop and manage resources needed by the Division to satisfactorily accomplish its responsibilities to include personnel, equipment, supplies and capital improvements.</li> </ul>	10%
<ul style="list-style-type: none"> <li>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.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Prepare reports, evaluations, and action plans as needed, scheduled, or assigned.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Perform other duties as assigned by the Chief of Police or Assistant Chief of Police.</li> </ul>	10%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	Yes
Hearing Exam:	Yes
Pulmonary Function Test:	Yes

## 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	

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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