**Assistant Chief of Police P18 Standard Job Description**

**Classification Title:** Assistant Chief of Police P18

**FLSA Exemption Status:** Exempt

**Pay Grade:** 18

**Minimum Pay:** $164,000

**Job Description Summary:**

The Assistant Chief of Police is responsible for the general administration for all law enforcement functions assigned to Field Operations within the University Police Department. Responsible for ensuring that programs are in place to maximize the security of people and property on campus. In the absence of the Chief, may assume overall responsibility for the operation of the department.

**Essential Duties and Tasks:**

**30%: Administrative**

* Monitors and evaluates the efficiency and effectiveness of police service methods and procedures; recommends appropriate service and staffing levels.
* Prepares special reports on police activities; conducts studies and prepares technical and administrative reports as assigned.
* Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to questions and information requests from the public.

**20%: Supervisory**

* Responsible for the management of the services and activities of the uniformed Patrol Section and Criminal Investigations Section.
* Coordinates the activities of sworn and non-sworn personnel in preserving order, protecting life and property, investigating crimes, and enforcing state laws.
* Plans, directs, coordinates, and reviews the work plan for assigned staff, determines need for police action and assigns work activities, projects, and programs.
* Reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

**10%: Departmental**

* Assists in the development of departmental goals, objectives, policies, and procedures; formulates rules, procedures, and standards for assigned divisions and ensures they are maintained.

**5%: Crime Analyst**

* Studies crime reports and current literature in law enforcement to determine trends and makes recommendations for changes in operating procedures.
* Regularly networks with crime analysts from local law enforcement agencies to share information about active criminal suspects and crime trends.

**5%: SST Member (Alternate):**

* Serves as backup to the Chief of Police for the University’s Special Situations Team (SST).

**5%: Budget**

* Participates in the development and administration of assigned divisions annual budget.
* Participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

**5%: Department Liaison**

* Serves as the liaison for the Field Operations Division with other divisions, departments, and outside agencies.
* Coordinates activities with other law enforcement agencies including local, county, state, and federal agencies as appropriate.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Six years as Certified Peace Officer including at least 5 years management experience.

**Required Licenses and Certifications:**

* TCOLE intermediate certification or ability to immediately obtain TCOLE intermediate certification.
* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Thorough knowledge of Criminal Justice System.
* Leadership and management abilities.
* Oral and written communication skills.
* Ability to multitask and work cooperatively with others.
* Strong interpersonal skills.

**Machines and Equipment:**

* Personal Computer: 15 hours
* Telephone: 4 hours

**Physical Requirements:**

* Must be in excellent physical health and stamina.
* Required to lift and/or move heavy weight objects.

**Other Requirements and Factors:**

* Applicants must pass an entrance exam to be considered for employment.
* Applicant must pass psychological evaluation, physical examination, and complete background investigation to include, but not limited to, driving history, criminal background, and credit history.
* Applicants must be able to pass a polygraph.
* May be required to work weekends, holidays, and hours other than Monday through Friday, 8:00am to 5:00pm.
* May require out-of-town travel.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**