**Chief of Police Standard Job Description**

**Classification Title:** Chief of Police

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Chief of Police, under general direction, plans, directs, coordinates, and implements departmental goals, policies, procedures, and activities associated with the protection, safety, and welfare of students, staff, faculty, and visitors. Provides a safe environment on campus, thereby protecting life and property. Administers all services provided by the University Police Department including, but not limited to, the campus police function, security function, campus parking, campus access and security systems.  Also assists with campus safety programs.

**Essential Duties and Tasks:**

**30%: Leadership and Direction**

* Leads and directs the department in establishing and maintaining high quality performance, a commitment to ethics and integrity, and efficient and effective use of resources.
* Leads the development of departmental strategic plans including goals and objectives, appropriate procedures, and strategic alliances.
* Directs departmental budgets and expenditures, determines needs, and establishes priorities. Oversees the University fleet.
* Provides strong leadership by directing and actively participating in the University Police Department (UPD) operational activities and is accountable for the following: scheduling the patrol of University grounds, enforcement of State of Texas statutes, Texas A&M University System (TAMUS) policies, rules, and procedures, parking and traffic control, and maintenance of UPD records.
* Oversees recruitment, selection, and termination of police and security officers.
* Assigns, supervises, and trains department officers.
* Performs disciplinary and commendation actions.
* Demonstrates commitment to recruiting and retaining a work force and working with the community.

**20%: Representation**

* Represents TAMUS and UPD through membership and involvement in local, regional, State, and National organizations.
* Serves on committees at various levels. Represents the UPD at various meetings.
* Works cooperatively with leadership, local, and State agencies in law enforcement, and emergency response.

**15%: Preparedness and Emergency Response**

* Leads development of contingency plans and emergency response plans for various situations.
* Oversees and monitors training programs for UPD personnel to support normal and contingency operations. Responds to campus emergencies.
* Develops and maintains the UPD security, operations, and crime prevention plans by auditing campus programs, the facilities, and grounds, and coordinating user needs with current and predicted models for short- and long-term security operations.
* Develops and provides safety, health, and emergency management training for the campus community.

**10%: Customer Service**

* Interacts with constituents such as parents, students, faculty, and staff to respond to needs, locate missing or troubled students and address concerning trends and behaviors.
* Interacts and works cooperatively with students, faculty, and staff.

**5%: Compliance**

* Ensures compliance with local, State, and Federal reporting requirements. Completes and files required University, State, and Federal mandated reports. Oversees criminal background investigations for the University.
* Investigates circumstances surrounding the violation of laws and University rules or policies. Completes necessary reports to deliver findings for accounts of theft, disturbances, or general complaints to the UPD.

**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 in Criminal Science, Psychology, or Law Enforcement or equivalent combination of education and experience.
* Seven years of experience as a 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:**

* Effective verbal and written communication skills.
* Strong public speaking, leadership, and management skills.
* Ability to multitask and work cooperatively with others.
* Ability to communicate clearly and effectively to ensure understanding.
* Ability to plan, organize, and direct the work of others.
* Ability to gather, correlate, and analyze information and devise solutions to administrative problems.
* Ability to work with sensitive information and maintain confidentiality.
* Ability to work in a high stress environment.

**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:**

* Applicant must pass an entrance exam to be considered for employment.
* Applicant must successfully pass psychological evaluation, physical examination, and complete background investigation to include but not limited to driving history, criminal background, and credit history.
* Applicant 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**