**Police Lieutenant P15 Standard Job Description**



**Classification Title:** Police Lieutenant P15

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 15

**Minimum Pay:** $51.34

**Job Description Summary:**

The Police Lieutenant, under direction, supervises officers and police personnel and enforces, prevents, and investigates violations of the law and University rules and regulations.

**Essential Duties and Tasks:**

**30%: Supervisory**

* Supervises a specific division within the Police Department.
* Monitors and evaluates the job performance of subordinates.
* Investigates and resolves personnel problems within the organization and charges of misconduct against staff.
* Supervises and coordinates the university and state mandatory training of all employees.
* Coordinates and ensures all certified personnel meet state board requirements for training and to maintain certification.

**25%: Administrative**

* Maintains logs, prepare reports, and direct the preparation, handling, and maintenance of departmental records.
* Develops, implements, and revises departmental policies and procedures. Participates in department review boards and committees.
* Informs personnel of changes in regulations and policies, implications of new or amended laws, and new techniques of police work.
* Acts as the department’s point of contact for other agencies.

**15%: Management**

* Explains police operations to subordinates to assist them in performing their job duties.
* Schedules and monitors routine inspections to ensure compliance with department policies.

**5%: Professional Development**

* Informs personnel of changes in regulations and policies, implications of new or amended laws, and new techniques of police work.

**5%: Training**

* Trains staff in proper police work procedures.

**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:**

* High School diploma or GED.
* The specified number of years of law enforcement experience required for advanced certification as defined by the Texas Commission on Law Enforcement (TCOLE) certification system, including two years' experience as a Police Sergeant in campus law enforcement at an institution of higher education.

**Required Licenses and Certifications:**

* Must possess the Texas Commission on Law Enforcement (TCOLE) Intermediate certification.
* Applicant must pass an entrance exam to be considered for employment.
* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

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

* Must be in excellent physical health and stamina.
* Strong interpersonal and cooperation skills.
* Ability to multitask and work cooperatively with others.
* Ability to function under adverse and stressful conditions.
* Ability to communicate effectively with all segments of the campus population.

**Machines and Equipment:**

* Police Vehicle: 15 hours
* Personal Computer: 10 hours
* Communication Devices: 4 hours
* Photographic Equipment & Tools: 2 hours
* Radar: 2 hours
* Telephone: 2 hours

**Physical Requirements:**

* Ability to move light, moderate, or heavy objects.

**Other Requirements and Factors:**

* May be required to work weekends, holidays, and hours other than Monday through Friday, 8 am to 5 pm.
* May require out-of-town travel.
* Must successfully pass a departmental board review and promotional exam to be considered for promotion to this position.
* New hires must successfully pass a polygraph psychological evaluation, physical examination, and complete background investigation to include but not limited to driving history, criminal background, and credit history.

**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**