**Security Lieutenant Standard Job Description**



**Classification Title:** Security Lieutenant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 11

**Minimum Pay:** $28.20

**Job Description Summary:**

The Security Lieutenant, under direction, presents a positive image of a concerned and capable security professional through bearing, demeanor and presence as duties are performed throughout campus in a highly visible manner. Supervises and coordinates activities of Security Sergeants and Security Officers.

**Essential Duties and Tasks:**

**35%: Supervising**

* Supervises and coordinates activities of Security Sergeants and Security Officers.
* Observes assigned staff in the performance of their duties.
* Reviews other activities, enforces efficient performance as required. Inspects uniforms and equipment.
* Prepares and completes comprehensive monthly reports and statistics.
* Supervises assigned staff on overtime assignments.
* Takes care of complaints against assigned staff.
* Coordinates licensing requirements of armed security personnel assigned to the specified facility.

**15%: Patrols Designated Areas**

* Patrols residence halls and fills other assignments when understaffed.
* Performs directed patrols daily.

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**10%: Accountability and Conflict Management**

* Ensures that Managers and/or other appropriate levels of administrative staff are informed and kept up to date regarding emergencies or special circumstances.
* Handles security issues and criminal reporting issues without the assistance of Managers or other assistance sections of the department.

**10%: Special Event Support**

* Provides support duty to University Police during instances of special events, e.g. football games, yell practice.

**10%: Training**

* Orientates and trains new security officers in security procedures.
* Schedules training of subordinates.

**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 graduation or any equivalent combination of education and experience.
* Attainment of the Security Sergeant rank with a minimum of 18 months total service in the Security Officer Program or other comparable full-time employment.

**Required Licenses and Certifications:**

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

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

* Strong interpersonal skills.
* Ability to communicate effectively with all segments of the campus population.
* Ability to multitask and work cooperatively with others.
* Ability to plan and organize effectively.

**Machines and Equipment:**

* Computer: 10 hours
* Mobile Patrol Unit: 10 hours
* Vehicle: 5 hours
* Radio: 3 hours

**Physical Requirements:**

* Light lifting and/or moving of packages.
* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Must have the ability to operate a two-wheel self-balancing mobile patrol unit.

**Other Requirements and Factors:**

* Applicant must successfully complete a background investigation to include but not limited to driving history, criminal background, and credit history.
* Physical ability and mental capabilities to properly carry out responsibilities which require outside working conditions.

**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**