



**DATE ISSUED:** 07/07  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Patrol Services Lieutenant

### **JOB SUMMARY**

Performs administrative and supervisory law enforcement work for the Department of Public Safety. Responsible for the direction, planning, organization, staffing, training and control of the department patrol division and the Critical Incident Response Team. Work is performed under the direct command of the Director of Public Safety and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Public Safety

*Supervises:* Sergeant, Corporal and Guard Supervisor

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Coordinates duties of the patrol division.

Performs the duties of the Critical Incident Response Team commander.

Ensures patrol personnel are assigned by time and place to maximize their effectiveness.

Ensures that shift supervisors regularly visit all areas of the University to inspect the way in which patrol personnel are carrying out their duties.

Examines reports submitted by department personnel for accuracy, completeness, and conformity with current department procedures.

Submits recommendations for revisions in department policies, practices, or procedures to the Director.

Ensures all orders, directives and policies are uniformly interpreted, understood and receive full compliance.

Assists the Director in the development of programs to improve the delivery of services to the University community.

Acts as a liaison between the department and other segments of the University.

Keeps the Director informed of all significant events or developments that affect the University or the department.

Investigates personnel and citizen complaints and alleged infractions of department rules and regulations. Prepares a written report of the circumstances and recommendations for action to the Director.

Maintains a high level of discipline, morale and cooperation among all members of the department.

Initiates and responds to emergency call-out through the department pager system.

Performs the duties of a police officer, as necessary.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

Associate degree or sixty college hours in Criminal Justice or a related field. Successful completion of all requirements for Advanced Police Officer Proficiency and Instructor Certification as prescribed by the Texas Commission on Law Enforcement Officer Standards and Education.

### ***EXPERIENCE***

Ten years law enforcement experience including two years in a supervisory capacity in a university environment.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Working knowledge of law enforcement procedures, state traffic and criminal laws, safety rules, and the courts system.

Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgement based on an understanding of departmental policies.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to plan and allocate the workload of employees, providing direct training and supervision as needed.

Ability to establish effective working relationships with other employees, the public, and representatives of outside agencies.

Knowledge of general administration, record keeping systems, personnel administration, budgeting procedures, and media relations.

Ability to react calmly and to perform physically strenuous activity in emergency situations.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to apply budgeting and fiscal planning techniques within financial constraints.

Ability to communicate effectively - orally, by phone, in person, and in writing.

Ability to respond to emergency situations in a timely manner.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to use a personal computer and other office equipment.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### ***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel.

### ***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe

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manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***