



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

JOB DESCRIPTION

TITLE

Special Services Lieutenant

JOB SUMMARY

Performs administrative and supervisory work for the Department of Public Safety. Responsible for the crime prevention, investigative, training, records, property and parking services divisions of the department. 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: Parking Office Coordinator and Computer Systems Engineer

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

Assumes primary responsibility for the investigation of all felonies and selected misdemeanors involving injury or assault.

Coordinates and performs crime prevention inspections.

Coordinates and presents crime prevention programs to groups within the University community.

Coordinates, with the safety officer, departmental responses to University building fire drills.

Coordinates the development of pamphlets and informational material for distribution to educate students, faculty and staff about crime prevention.

Maintains, issues and controls all departmental equipment.

Coordinates an adequate and progressive program of training for all members.

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

Annually reviews and evaluates each member under their authority submitting report of each evaluation to the Director.

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

Coordinates the University 911 system ensuring proper emergency response, record keeping and adherence to policy.

Maintains the recording system of department telephone, radio and video systems.

Supervises the preparation, storage and retrieval of all departmental records and statistical reports.

Ensures the accuracy and proper use of information contained in the departmental databases.

Ensures that 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.

Coordinates personnel for special event assignments.

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. Prepare 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.

Coordinates personnel recruitment and background investigation on applicants considered for employment.

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.

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 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.

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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 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.