

The University of Texas System – Office of the Director of Police

Job Classification Description

Job Title:	Captain	FLSA Status:	Exempt
Job Code:	6318	ORP Eligible:	No
Job Class:	Classified	Last Revised:	1/19/26

Purpose of Position: The Police Captain provides strategic leadership aimed at improving departmental performance, strengthening community partnerships, overseeing assigned divisions, and ensuring the effective delivery of law enforcement, emergency response, administrative, and public safety services. The Captain serves as a Campus Security Authority (CSA) under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and upholds the highest ethical standards, ensuring all personnel adhere to ODOP and institutional values of integrity, respect, accountability, and service.

Essential Functions:

- Perform all essential duties and responsibilities outlined in the police officer job description for this rank and all subordinate ranks.
- Prepares and analyzes memos, reports, correspondence, and other documentation related to departmental activities and performance.
- Supervise personnel as assigned.
- Develop and implement program guidelines, procedures, policies, rules, and regulations.
- Relay directives, assignments, and special orders to personnel and ensure compliance.
- Provide guidance and direction to staff on policies and procedures.
- Evaluate employee performance and provide feedback for improvement.
- Assess departmental productivity and recommend enhancements to meet goals and objectives.
- Evaluate allocation and use of resources and make recommendations to optimize efficiency.
- Participate in recruitment efforts and assist with training and instructional programs.
- Conduct internal investigations involving violations of law, regulations, or policy.
- Address personnel matters, including complaints, discipline, and grievances.
- Ensures compliance with criminal law, Rules and Regulations of the Board of Regents, and other policies and procedures.
- Confers with University administrators, faculty, staff, students, other law enforcement agencies, court personnel, governmental officials, and others on matters of mutual interest.
- Perform other related duties as assigned or required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval by the Office of Employee Services. This job classification may contain positions that are security sensitive and thereby subject to the provisions of Texas Education Code §51.215.

Minimum Qualifications:

- Bachelor's degree from an accredited institution of higher education and seven (7) years of full-time, continuous law enforcement service with at least two (2) of these years as a lieutenant or higher rank OR
- Minimum 15 years of full-time, continuous law enforcement service with at least five (5) years as a lieutenant or higher rank AND
- Active TCOLE Peace Officer License unless a lateral hire from outside the State of Texas.
- Texas Commission on Law Enforcement (TCOLE) Advanced Certificate or equivalent training and certification requirements for out-of-state candidates, as approved by TCOLE.
- Must possess a valid driver's license not subject to suspension and must be eligible to drive without limitation a motor vehicle owned or leased by The University of Texas System.

Preferred Qualifications:

- Master's Degree from an accredited institution of higher education
- Eight (8) or more years of experience managing complex multijurisdictional operations
- Prior management or leadership experience in a law enforcement setting as a captain or higher rank
- TCOLE Instructor Certificate
- Texas Commission on Law Enforcement (TCOLE) Master Certificate
- Law enforcement leadership courses

Knowledge, Skills, & Abilities:

- Knowledge of federal, state, and local laws and University policies.
- Sound judgment and decision-making under stress.
- Must demonstrate logical and effective problem-solving ability.
- Ability to build trust and maintain professional relationships with a diverse university community.
- Knowledge of emergency response, first aid, and CPR procedures.
- Proficiency with police technology and communications systems.
- Must be proficient with the operation and safety procedures of all equipment utilized by the University Police Department necessary to perform assigned duties.
- Must have thorough knowledge of and ability to apply supervisory methods, personnel management and evaluation, planning and coordinating, and effective written, oral, and interpersonal communication skills.
- This position is classified as security-sensitive, subject to the provisions of Section 51.215, Texas Education Code.

Working Conditions:

Duties involve driving, standing, walking, running, stooping, climbing, crouching, pushing, pulling, lifting, carrying, reaching above the head, grasping, and other physically demanding activities. Use of personal computer and other standard office equipment. Must maintain good physical condition, agility, vision, hearing, and overall fitness required to perform law enforcement duties safely and effectively. Work may occur indoors or outdoors under varying weather and environmental conditions. Work involves exposure to potentially hazardous or dangerous situations inherent to law enforcement duties. May be assigned to any shift, including nights, weekends, and holidays, as required for operational readiness.