

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

Job Classification Description

Job Title:	Lieutenant	FLSA Status:	Exempt
Job Code:	6319	ORP Eligible:	No
Job Class:	Classified	Last Revised:	1/19/26

Purpose of Position: Responsible for the direct supervision of Sergeants, or other staff as assigned engaged in, and in support of, the protection of life and property within areas under the jurisdiction of The University of Texas System. Exercises independent judgment within limits prescribed by law, Board of Regents' Rules and Regulations, and ODOP-approved policies and procedures. Serves as a Campus Security Authority (CSA) under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Maintains the highest ethical standards and ensures that all subordinate personnel uphold ODOP and institutional values of integrity, respect, accountability, and service.

Essential Functions:

- Plans, organizes, assigns, and supervises departmental operations and activities, including enforcement of criminal law, the Rules and Regulations of the Board of Regents, and all related law enforcement and security functions.
- Directs, reviews, and evaluates criminal and administrative investigations.
- Executes all lawful processes, provides required notifications to magistrates, recovers lost or stolen property, and assists in locating missing persons within University jurisdiction.
- Checks and evaluates the performance, conduct, appearance, and productivity of subordinates.
- Provides guidance, direction, and clarification on departmental policies, procedures, rules, regulations, and legal updates to ensure staff understanding and adherence.
- Receives, communicates, and relays directives, assignments, special orders, and operational priorities to subordinate personnel.
- Reviews, analyzes, and prepares administrative and operational reports.
- Develops, administers, and participates in training programs, briefings, meetings, and leadership development initiatives.
- Coordinates and collaborates with local, state, federal, and University agencies and departments to support integrated, effective, and safe operations.
- Ensures consistent and effective communication through briefings, written directives, and interdepartmental coordination.
- Serves on committees and working groups related to safety, emergency management, policy development, or other areas of operational importance.
- Assists in the selection, background investigation, and onboarding of personnel; participates in related hiring and evaluation processes.
- Assists with strategic data-driven planning responsibilities.
- Performs other related duties as assigned by supervisory personnel or administrative authority.

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:

- At least ninety (90) college hours and five (5) years of full-time, continuous law enforcement service with at least two (2) years as a sergeant or higher rank OR
- Minimum ten (10) years of full-time, continuous law enforcement service with at least five (5) years as a sergeant 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) Intermediate 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:

- Bachelor's Degree from an accredited institution of higher education
- Prior supervisory or leadership experience as a lieutenant or higher
- Seven (7) or more years of experience managing complex multijurisdictional operations at a supervisory level
- TCOLE Advanced Certificate or higher
- TCOLE Instructor Certificate
- Law enforcement leadership courses

Knowledge, Skills, & Abilities:

- Knowledge of federal, state, and local laws and University policies.
- Ability to supervise and lead personnel effectively.
- Strong written and verbal communication skills.
- 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 in the operation and safety procedures for 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.