

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Captain, University Police  
Code: 16318  
Salary Grade: 64  
FLSA Status: Exempt  
Department/Division: University Police  
Reports To: Assistant Chief of Police

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## *Summary*

- Function: To provide supervisory skills to direct a police force at a component institution of The University of Texas System.
- Scope: Responsible for the selection, indoctrination, training, and supervision of police personnel. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

## *Duties*

- Typical:
  1. Plans, organizes, and supervises departmental activities including the enforcement of criminal law, rules and regulations of the Board of Regents, the conduct of staff, students, and visitors; preparing and reviewing various reports and making recommendations to the Chief of the University Police; assists in recruitment programs; assisting with managing and analysis of salary and budget; and conducts evaluations and analyses of department objectives.
  2. Performs supervisory duties of subordinate police personnel to include disseminating information to shift operations, active investigations, and current criminal activity; checking performance, appearance, and conduct; evaluating subordinates' work; coordinating training needs; managing daily patrol operations; instructs in university police training programs; and prepares, reviews, and writes performance evaluations of personnel.
  3. Investigates circumstances surrounding violations of law and University regulations or policies
  4. Performs other duties as assigned.
- Periodic:
  1. Confers with local law enforcement, court and governmental officials on matters of mutual interest; assists local police agencies in serving warrants on property within the areas under the control and jurisdiction of The

***Education***

<b>Required</b>	<b>Preferred</b>
High school graduation or GED <b>AND</b> (1) 60 semester college hours <b>OR</b> (2) 30 semester college hours and one year of continuous employment as a police guard, dispatcher, telecommunications operator, or parking controller by a component institution within The University of Texas System <b>OR</b> (3) 30 semester college hours and two years of active military service <b>OR</b> (4) 30 credit hours with two years experience as a law enforcement officer, correctional officer or jailer.	N/A
Successful completion of an accredited law enforcement academy or educational program.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Must hold a Peace Officer Commission with the University of Texas System.	N/A
Advanced TCLEOSE Certification	
Must meet certain prerequisites established by the Office of the Director of Police, the Board of Regents, and the Texas Commission on Law Enforcement Officer Standards and Education concerning age requirements and physical, mental, and educational standards.	
Must have the physical and mental capabilities to properly carry out his or her responsibilities and duties as a commissioned police officer of The University of Texas System Police.	
Must successfully complete a minimum six (6) month probationary review period immediately following promotion. Failure to successfully complete such a period will result in reduction to rank previously held.	
Valid Texas Driver's License	
Criminal Background Check (CBC).	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Three years of experience as a Commissioned Peace Officer within the University of Texas System, including a minimum of one year of experience at the rank of Lieutenant, or its equivalent.	N/A
Successfully pass an approved proficiency examination administered by the Director of Police, or his designee. Must be serving at the next lower rank at the time proficiency examination is taken.	

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Must be proficient with the operation of all equipment utilized by the University Police Department necessary to perform assigned tasks.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
May be required to work on any one of three shifts with varying days off.	N/A
Work involves a high degree of hazard normally associated with law enforcement.	
Exposure to outside weather conditions.	

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision from the Chief and/or Assistant Chief, University Police Department.	Direct and indirect supervision to subordinate University Police Department personnel.

### *Accuracy*

Proficiency in all phases of duties performed.
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### *Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.