

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

8/23/04

CAPTAIN, UNIVERSITY POLICE

FLSA: EXEMPT

Job Code: 6318

SUMMARY

This position provides responsible administrative and supervisory enforcement skills in the commissioned law enforcement services of the University of Texas System. Responsibilities include coordinating the objectives of the administration of the police department and the law enforcement efforts within the area under the control and jurisdiction of the University of Texas System.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Plans, organizes, and supervises departmental activities including the enforcement of criminal law, Rules and Regulations of the Board of Regents, and the conduct of the staff, students, and visitors.
- Checks performance, appearance, and conduct of subordinates, and evaluates the work of subordinates.
- Evaluates and analyzes accomplishments of department's objectives.
- Prepares and reviews various reports, and make recommendations to the Chief, University Police Department.
- Assists in recruitment programs, and instructs in university police training programs.
- Investigates circumstances surrounding violations of law and University regulations or policies.
- 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 University of Texas System.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is performed under the general supervision of the Chief and/or Assistant Chief, University Police Department.

Given:

Provides general supervision to subordinate personnel in the University Police Department.

EDUCATION/EXPERIENCE

In accordance with the current levels of educational attainment for commissioned police officers of the University of Texas System as adopted by the Board of Regents. Four years experience as a commissioned officer with a University of Texas System Police Department, during which time no less than one year was served at the next lower rank. Possess Advanced Certification

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from the Texas Commission on Law Enforcement Officer Standard and Education, and successfully pass an approved proficiency examination administered by the Chief of Police, or his designee. Must be serving at the next lower rank at the time proficiency examination is taken. Must hold a Peace Officer Commission, The University of Texas System, and a valid Texas driver's license. Must successfully complete a minimum six-month probationary review period immediately following the date of promotion.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of supervisory methods, personnel management and evaluation, planning and coordinating and interpersonal communications.

EQUIPMENT

All equipment utilized by the University Police Department necessary to perform assigned duties.

WORKING CONDITIONS

Work is performed in an office environment; however, incumbent may occasionally be exposed to outdoor weather conditions. Also incumbent may be required to work day or night on one of three shifts with varying days off. Work involves a degree of hazard.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with ITAC 201.13(b) Information Security Standards.