Job Identification

11200

Posting Date

11/22/2024, 10:42 AM

Degree Level

Bachelor's Degree

Job Schedule

Full time

Locations

 304 Administration Drive, Denton, TX, 76204, US

Salary

Salary Competitive

Job Description

TITLE

Patrol Services Lieutenant

JOB SUMMARY

Performs administrative and supervisory work for the Police Department. Responsible for the direction, planning, organization, staffing, training and control of the department patrol division. Work is performed under the direct command of the Police Captain and Chief of Police 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: Police Captain and/or Chief of Police

Supervises: Sergeant, Corporal, Officer, Guard Supervisor, Guard

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

Supervises the work of sworn officers and guard personnel; ensures the scheduling of duty assignments to ensure minimum staffing and appropriate coverage; monitors personnel at work to ensure operations are conducted in accordance with departmental policies; ensures officers, guards and supervisors are properly trained; reviews and evaluates officer, guard and supervisor performance; approves all leave requests of their assigned personnel.

Manages special event assignments, meeting with campus groups such as Conference Services and Athletics to determine department involvement based on established standards, coordinates personnel for special event assignments.

Assists the Police Chief and Police Captain in developing long range goals and objectives; ensures goals and objectives are met; maintains a comprehensive knowledge of department rules, regulations, policies, and procedures to ensure assigned personnel comply; interprets same for subordinates when necessary.

Provides tactical planning for large scale or publicly sensitive events including staffing, equipment needs and investigation plans. Coordinates with other area agencies when necessary.

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

Evaluates officers’ arrests to determine if a subject should be detained or jailed and to ensure compliance with all Texas state legislation and department policies.

Reviews body worn and fleet camera video to ensure compliance with department policies.

Assists Clery Compliance Coordinator/Accreditation Manager with Uniform Crime Reporting issues and developing new policies for accreditation.

Coordinates and provides data to supplier for completion of the annual racial profiling report.

Supervises the preparation and ensures the accuracy and completeness of daily, special, and periodic reports.

Assists the Police Chief in preparing and implementing policy and procedure changes when necessary to improve efficiency and operation of the division.

Ensures subordinate personnel are fit for duty; instructs and advises personnel in their work and in practices and procedures to be followed; implements disciplinary action as needed.

Evaluates employee’s performance; reviews daily incident reports to evaluate officers’ performance and determine crime trends; and develops strategies for dealing with specific crime problems.

Works with Training Coordinator to develop training goals for patrol staff and the department. Requests refresher training when needed.

Establishes lines of communication within the department, within the university, as well as outside departments and agencies as required to maintain an effective working relationship to better serve the community.

Maintains the department’s Fleet to include routine preventive maintenance and ensures a state of readiness on all assigned vehicles.

Maintains supplies for Patrol Division to ensure staff has proper supplies for a state of readiness.

Serves in the role of Quartermaster for the department. Receives requests, ensures officers have proper uniforms and duty gear.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor’s Degree required, preferably in Criminal Justice. Document successful completion of Texas Commission on Law Enforcement Master Police Officer Proficiency Certification, Field Training Officer Certification, Instructor, and First Line Supervisor Certification.

 EXERIENCE

Seven years’ law enforcement experience required, including experience in Patrol supervision as well as experience in Major Crimes, Internal Affairs and/or Crime Scene Investigation roles.

For full description and requirements, and to submit an application, go to <https://twu.edu/humanresources/careers-at-twu/jobs/#en/sites/CX_1/requisitions/preview/11200/?keyword=Patrol+Services+Lieutenant+-+Police+Department+Denton&mode=location>