

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER

JOB INFORMATION

Job Code: 6319

Job Title: LIEUTENANT

Date Last Edited: 6/17/2025

FLSA Status: E

JOB SUMMARY

Works under moderate supervision to provide responsible administrative and supervisory enforcement skills in law enforcement services at UT Southwestern.

ESSENTIAL FUNCTIONS

Job Duties

- Plans, organizes, assigns, and supervises departmental activities including the enforcement of criminal law, Rules and Regulations of Board of Regents, and Policies of the Office of the Director of Police.
- Supervises the conduct of subordinates. Checks performance, appearance, and conduct of subordinates.
- Provides guidance and direction to staff on policies, procedures, and rules and regulations.
- Receives and relays directives, assignments, and special orders to subordinates.
- Makes evaluations and analyses concerning accomplishments of department goals and objectives. Observes and evaluates departmental operations for efficiency and effectiveness.
- Prepares and revises various reports and makes recommendations.
- Performs line inspections.
- Develops and administers training programs.
- Investigates circumstances surrounding violations of laws and University regulations and policies.
- Conducts investigations, writes reports, and recommends appropriate actions.
- May be required to perform direct law enforcement activities, including preventing or suppressing crime and making arrests.
- Serves as an Incident Commander as required.
- Confers with University administrators, faculty, staff and students; and other law enforcement, court and governmental officials on matters of mutual interest.
- Prepares work schedules and assigns overtime; approves the use of vacation leave.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience

Required

- **Education**
Minimum of 90 credit hours from an accredited institution of higher education.
- **Experience**
5 years UT System Police (UTSP) experience or 3 years UTSP service and two years in another full service law enforcement agency as a full time commissioned peace officer or
5 years law enforcement experience with 3 years experience in a supervisory role for external candidates.
- **Licenses and Certifications**
Possess an Intermediate Certification from the Texas Commission on Law Enforcement Officer Standards and Education Upon Hire and
Must hold Texas Commission on Law Enforcement (TCOLE) Peace Officer Commission Upon Hire and
Successfully complete minimum six (6) month probationary review immediately following date of promotion or hire and
Must possess a valid Texas driver's license not subject to suspension Upon Hire and
Must successfully pass an approved promotional process administered by the Director of Police, or designee and
At the time the promotional examination is taken, internal candidates must currently be serving as a UTSP sergeant and has successfully completed the probation period.

Preferred

- **Education**
Bachelor's Degree
- **Licenses and Certifications**
Possess Advanced and Instructor Certification from the Texas Commission on Law Enforcement Officer Standards (TCOLE) and Education at the time the promotional examination is taken.

Knowledge, Skills and Abilities

- Work requires driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding.
- Work requires good physical condition and vision, ability to hear, speak, and full use of arms and legs.
- Work requires proficiency with operation of all equipment and safety procedures utilized by the University Police Department necessary to perform assigned duties.
- Work requires thorough knowledge of and ability to apply supervisory methods, personnel management and evaluation, planning and coordinating, and effective written, oral, and interpersonal communication skills.
- Work requires physical and mental capabilities to properly carry out his or her responsibilities and duties as commissioned police officer of University of Texas System Police.
- Work requires proficiency in all phases of duties performed.
- Work requires demonstrating logical and effective problem solving ability.
- Work requires ability to provide creditable testimony in court of law.
- Work requires effective written and oral communication skills.
- Work requires knowledge and skills in emergency medical procedures, first aid, and CPR techniques.

PHYSICAL DEMANDS/WORKING CONDITIONS

- **Physical Demands**
 - Carrying
 - Climbing
 - Crouching/Kneeling/Stooping
 - Eye/Hand/Foot Coordination
 - Grasping
 - Hearing
 - Lifting
 - Pulling
 - Pushing
 - Reaching
 - Repetitive Motions
 - Standing
 - Stooping
 - Talking
 - Walking
- **Working Conditions**
 - Atmospheric Conditions
 - In a Vehicle
 - Indoors
 - Outdoors

PACT STATEMENT

The following is the acronym, "PACT", and is fundamental to all non-clinical positions at UT Southwestern Medical Center:

- **P-Problem Solving:** Employees take ownership in solving problems effectively, efficiently, and to the satisfaction of customers, or managers. They show initiative in addressing areas of concern before they become problems.
- **A-Ability, Attitude and Accountability:** Employees exhibit ability to perform their job and conduct themselves in a professional and positive manner reflecting a professional environment readily assuming obligations in a dependable and reliable manner.
- **C-Communication, Contribution, and Collaboration:** Who are our Customers? Anyone who requests our help, needs our work product, or receives our services. Employees focus on customer service with creative solutions while improving the customer experience through clear, courteous, and timely delivery and communication. Sharing ideas with others helps expand our contribution to department goals.
- **T-Teamwork:** Employees work to contribute to the department's success by supporting co-workers, promoting excellence in work product and customer service, and in maintaining a satisfying, caring environment for each other.

Salary

Salary Negotiable

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. To the extent this position requires the holder to research, work on, or have access to critical infrastructure as defined in Section 113.001(2) of the Texas Business and Commerce Code,

the ability to maintain the security or integrity of the critical infrastructure is a minimum qualification to be hired and to continue to be employed in the position.

EEO Statement

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

To apply go to:

<https://jobs.utsouthwestern.edu/job/22083144/lieutenant-university-police-dallas-tx/>