

## Assistant Chief of Police, UT Southwestern Medical Center

### Why UT Southwestern Police Department?

The UT Southwestern Medical Center Police Department is a component member of the University of Texas System. Officers of the University of Texas System Police have been serving and protecting the UT System community since 1968, providing law enforcement and security-related services. We invite you to continue your police career at UT Southwestern to lead the effort to help protect and safeguard one of the nation's leading academic medical centers providing renowned education, research and patient care. You'll discover a culture of teamwork, professionalism, and growth opportunities for your police career.

### Job Summary

Join the UT Southwestern Police Department as our new Assistant Chief of Police. We are seeking a law enforcement professional to join our leadership team and serve as second in command to our Chief of Police for the UTSW Police Department. As a vital part of the UT Police Department, you will be responsible for overseeing daily operations, leading and supervising police officers, public safety officers and police dispatchers, as well as implementing strategic initiatives to keep a safe and secure medical campus. We are looking for an individual who has experience working at an academic medical center as a leader within the police department. The Assistant Chief of Police will oversee all police matters within the UT Southwestern campus including criminal investigations, training and logistics, crime reporting, internal affairs investigations, and more.

We invite you to join our team and be a key player in providing safety and security within the Dallas/Fort Worth community.

**Learn more about the UT Southwestern Police Department [here](#).**

**Apply today on our [careers website](#).**

### Experience and Education

#### Required:

- Bachelor's degree in Criminal Justice or related field from an accredited college or university.
- Must have a Texas Peace Officer license, Master Peace Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education, and a Class 'C' Texas driver's license or eligible for same.
- Ten (10) years of increasingly responsible broad-based experience as a commissioned police officer with a recognized law enforcement agency with five (5) years of management/supervisory/command-level responsibility.

#### Preferred:

- Completion of an advanced police management and leadership training such as the FBI National Academy, PERF's Senior Management Institute for Police or State Law Enforcement Command College.
- Master's Degree in Criminal Justice or related field.
- Five (5) years of major command responsibility as a Police Lieutenant Captain or higher (or equivalent).
- Experience and knowledge in the areas of event management, homeland security, risk management, executive protection and physical security.

## Job Duties

- Develops and implements goals, objectives, policies and procedures for the department and work units assigned; assist in developing the departmental budget; provides administrative guidance for the control of budget expenditures.
- Directs the preparation of a variety of records and reports relating to departmental activities; prepares reviews and presents reports and other necessary correspondence; reviews and evaluates reports and other documents submitted by subordinate personnel.
- Evaluates and modifies, as required programs, activities, policies, procedures, rules, orders and regulations to ensure compliance with the university's and department's mission, goals, objectives, core values, Board of Regent's Rules, U.T.System Police policies, university operating procedures, department policies and general law.
- Designs, coordinates and implements the organization and mobilization efforts of the university community to achieve the department's mission, goals and objectives.
- Reviews and directs the department's fiscal, equipment and human resources activities and services; develops reviews and manages staff and employee recruitment, development and training.
- Identifies and resolves challenging public and human relations problems.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations and training employees; planning, assigning and directing work, appraising performance; rewarding employees; addressing complaints and resolving problems.
- Designs and implements operational, technical and administrative methods and programs for community policing, crime prevention, law enforcement and related functions; including but not limited to criminal and internal investigations, patrol operations, traffic control, public safety, incident command, risk mitigation, threat abatement and tactical response to critical events.
- Coordinates law enforcement activities with other departments and law enforcement agencies.

- Possesses the ability and willingness to discharge the responsibilities and obligations of a Texas peace officer, other functions as assigned.
- Controls and commands major investigations, emergency management situations and large university special events. Performs risk management assessments and develops related preparedness, response and mitigation guidance.
- Represents the police department at meetings, conferences and other public functions; acts as directed, as media spokesperson for the police department.
- Conducts directs and reviews investigations of officer and staff misconduct within the police department and makes disciplinary action recommendations to the Chief of Police.
- Participates in professional organizations and on a variety of boards, commissions and committees.
- Assumes command of the police department in the absence of the Chief.

This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes UT Southwestern to obtain criminal history record information.

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.