



## POLICE LIEUTENANT

Rev. April 2026

**Job No.: 8501**

**Reports to:** Chief of Police

**Dept./Campus:** Police

**FLSA Status:** Exempt

**Pay Grade:** 805

**Term:** 237 Days

### PRIMARY PURPOSE

Performs a variety of routine and complex public safety work in the administration of the police department. Supervises police sergeants and officers who engage in patrol, criminal and internal affairs investigations, traffic regulation, and related law enforcement activities. May also oversee specific projects and recurring missions carried out by non-sworn employees. May have additional responsibilities appropriate for the position as assigned. Specific duty assignment is at the discretion of the Chief of Police or designee.

### MAJOR RESPONSIBILITIES AND DUTIES

- Supervises police sergeants, officers, and support staff; performs sergeant duties as needed while retaining all authority and licensure of a Texas Peace Officer.
- Evaluates employee performance; provides coaching, counseling, and disciplinary action as appropriate.
- Ensures accurate timekeeping and personnel records for assigned staff.
- Schedules and conducts meetings; supports the development and training of subordinate personnel.
- Directs patrol operations, including shift scheduling, daily briefings, and assignment of personnel based on operational needs.
- Oversees and assists patrol functions, including law enforcement, crime prevention, traffic control, and emergency response.
- Supervises response to calls for service and ensures appropriate enforcement and investigative actions.
- Remains available for consultation and response during critical incidents and emergencies.
- Commands and manages critical incidents, ensuring appropriate resource deployment and adherence to established protocols.
- Oversees and, when necessary, conducts investigations into administrative and criminal violations; gathers evidence, prepares cases, and testifies in court.
- Reviews completed investigations and casework for quality and compliance.
- Investigates complaints against department personnel and ensures adherence to Internal Affairs standards.
- Reviews and approves reports, case files, and related documentation for accuracy and completeness.
- Ensures compliance with all applicable federal, state, and local laws, policies, and departmental procedures.
- Prepares and reviews operational, administrative, and statistical reports (weekly, monthly, annual).
- May coordinate grants, training programs, and departmental initiatives.
- Assists with budget preparation and management as assigned.
- Oversees inventory, maintenance, and issuance of departmental equipment, including firearms.
- Coordinates training, including firearms qualification and other required certifications; may serve as training coordinator or instructor.
- Maintains required physical readiness and proficiency in law enforcement skills and certifications.
- Serves as department Public Information Officer as assigned, managing media relations and public communications on behalf of the department.

- Establishes and maintains effective working relationships with department staff, District officials, surrounding law enforcement agencies, court officials, and the public.
- Engages with community groups and participates in departmental events and ceremonies.
- Communicates critical incidents to the chain of command and, when appropriate, the media.
- Coordinates intelligence-sharing efforts with other law enforcement agencies.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

- Supervises police sergeants, police officers, and support staff

**GENERAL QUALIFICATION GUIDELINES**

**Education/Certification/Experience:**

- Minimum of five (5) years of service as a Police Sergeant required.
- Associate degree required. Bachelor's degree preferred.
- Successful completion of the Police Lieutenant promotional process, including assessment center and any required examinations.
- Must meet established mental and physical fitness standards.
- Possession of a valid Texas Driver's License.
- Must hold a TCOLE Advanced Peace Officer Certification. Master Peace Officer Certification preferred.
- Must meet bonding requirements as specified by TEC §37.081(h)

**Knowledge/Skills/Abilities:**

- Comprehensive knowledge of modern leadership philosophies and methods as applied to local law enforcement administration.
- Advanced knowledge of police department operations, administrative and criminal investigations, report writing, transportation code, CRIS reporting, and applicable criminal and civil law.
- Comprehensive knowledge of department policies and procedures.
- Comprehensive knowledge of pertinent federal and state laws and municipal ordinances.
- Knowledge of workplace safety standards, including applicable federal and state regulations and environmental considerations.
- Proficiency in the lawful use of force, including firearms, restraints, and defensive tactics.
- Skill in analyzing information, compiling data, and preparing clear and accurate reports for command staff.
- Strong collaboration and problem-solving skills; ability to interpret policies, mediate issues, and facilitate resolutions within established authority.
- Effective organizational, communication, and interpersonal skills, including the ability to manage multiple priorities, projects, and personnel.
- Proficiency in standard computer applications, including email, word processing, spreadsheets, databases, and presentations.
- Strong customer service orientation, including the ability to address sensitive and confidential matters, advise stakeholders, and apply negotiation and persuasion techniques.
- Ability to act as a department Public Information Officer.
- Ability to effectively supervise, manage, and develop personnel.
- Ability to be an effective leader and demonstrate leadership ability.

- Ability to manage critical incidents and handle high-stress situations with composure and effectiveness.
- Ability to exercise sound judgment and make decisions in both routine and complex, high-risk situations.
- Ability to assess, de-escalate, and resolve sensitive or high-conflict situations while maintaining professionalism and accountability.
- Ability to identify problems, evaluate alternatives, and implement effective solutions or process improvements.
- Ability to establish effective working relationships with staff, District officials, surrounding law enforcement agencies, and the public.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and implement effective administrative and management programs and procedures.
- Ability to establish, plan, implement, and evaluate effective and progressive law enforcement programs; community relations programs; employee relations and staff development programs.
- Ability to analyze complex police problems and to adopt effective and reasonable courses of action with due regard for legal and ethical standards.

**Mental/Physical/Environmental Demands**

- Work is performed in both office and field environments, with frequent exposure to extreme temperatures, inclement weather, noise, fumes, smoke, dust, unpleasant odors, and other hazardous conditions.
- Duties involve regular exposure to physical risks, hazardous substances, and potentially dangerous or high-stress situations.
- Requires prolonged sitting; occasional standing, walking, bending, stooping, twisting, pushing/pulling, and reaching; and repetitive hand movements for computer and keyboard use.
- Must be able to lift and/or carry objects weighing 45 pounds or more.
- Requires operation of standard office equipment, including computers, calculators, copiers, printers, and related technology.
- Work hours may be extended or irregular, including nights, weekends, and holidays; position requires 24/7 availability and on-call status.
- Must be able to work effectively under pressure, manage frequent interruptions, and maintain professionalism and composure in all situations.
- Frequent travel may be required at the local, state, and occasional out-of-state levels.
- Frequently communicates with employees, officials, and the public; must be able to exchange accurate information clearly and effectively, both verbally and in writing.
- Ability to analyze complex issues, evaluate differing perspectives, and negotiate effective solutions.
- Ability to plan, prioritize, and coordinate work activities and personnel over short- and long-term periods.
- Requires sound decision-making with significant impact on departmental operations, public safety, and organizational credibility.
- Must be capable of preparing detailed reports, legal and administrative documents, authoritative publications, and delivering formal presentations.
- Ability to analyze and interpret complex data, including statistical information, and develop forecasts or recommendations.