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Chief of Police #499608

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Posting Details

Posting Number	20112113
Position Title	Chief of Police #499608
FTE	1.00
Position Type	Staff
Department	Police Department

Job Summary/Basic Function

Job Summary: This position is responsible for the effective leadership, management, and operation of the Lamar University Police Department, including planning, organizing, and directing the operational activities. Maintain law and order through a community oriented policing profile; enforce state laws and Texas State University System Board of Regents' Rules and Regulations. Implement appropriate measures to prevent crime, protect the campus, and ensure the university community's safety. Effectively engage and educate students living on campus through consistently positive interactions based on trust, respect, and understanding.

Essential Job Functions:

Promote activities that reflect best practices in Texas law enforcement and public safety consistent with the direction and oversight provided by the Associate Vice President & Dean of Students of the Division of Student Engagement. Provide leadership to a full-service law enforcement agency focused on community-oriented policing and positive student engagement.

The police chief works closely and successfully with the university's leadership, academic, administrative, and service units, including federal, state, and local law enforcement and other public safety agencies. This work requires close consultation with the Associate Vice President & Dean of Students of the Division of Student Engagement to identify and implement best plans, practices, and procedures for conducting university police operations.

The police chief coordinates with internal and external organizations regarding major activities held on campus, including but not limited to athletic events, concerts, speakers' series, commencements, and student/public assemblies. The chief oversees, assesses, and responds to critical campus law enforcement, public safety, security concerns, issues, and situations. Will ensure that appropriate threat assessment/management and risk mitigation measures are in place—monitors the department's capacity to respond to catastrophic events, either criminal or natural in origin.

Ensures department delivers the highest level of customer service to students, parents, faculty and staff.

The police chief ensures staff development and responsible stewardship of departmental budgets. Likewise, they serve as the primary spokesperson for the institution on law enforcement, public safety, and security matters. Will consistently espouse a community-oriented philosophy focused on student safety and success at Lamar University.

Interacts with constituents such as parents, students, faculty, and staff to respond to needs, locate missing or troubled students, and address concerning trends and

behaviors.

Typical duties include but are not limited to:

Responsible for the operational management and administrative direction of a department within law enforcement and security services and supports the mission and vision of the division, department, and the University. Ensuring a safe and secure residence life environment for students living on campus and those attending classes through a community-oriented policing model.

Leads strategic planning and staffing responsibilities.

Provides coordination, guidance, and process management for senior management involved in services and programs delivered to the university community.

Responsible for formulating and administering the annual operating budget and ensures appropriate expenditure of all funds allocated for department administration.

Provides leadership and direction in policy development and implementation.

Responsible for developing and maintaining partnerships throughout the university to attain departmental goals and objectives.

Enforces state and federal laws, municipal ordinances, and applicable University rules and regulations.

Serves as essential personnel and assists in the event of an emergency on campus.

Serves on institutional committees representing the interests of the department.

Assist with the evacuation process of residence students to an off-site location for tropical storms or hurricanes.

Performs other job-related duties as assigned.

This position is classified as a Campus Security Authority (CSA) under the Clery Act and a responsible employee under Title IX. Other duties may be assigned to this position on a regular or occasional basis to respond to the university's needs.

This job description is intended to convey information essential to understanding the job's scope and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. This description is subject to modification as the needs and requirements of the position change. Lamar University reserves the right to revise, change or eliminate this job description at any time.

This Job Description is not intended to be a contract of employment or a legal document. Your employment with Lamar University is a voluntary one and is subject to termination by you or Lamar University at will, with or without cause, and with or without notice, at any time. Nothing in this Job Description shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Lamar University employees.

Minimum Qualifications

Minimum Education Required: Bachelor's degree from an accredited college or university in criminal justice, police science, public administration, or related field.

Minimum Experience Required: Ten years of full-time professional experience in a law enforcement agency of similar size and function.

Five years of command-level police experience at the rank of lieutenant or above.

Certification(s) Required: Texas Commission on Law Enforcement master peace officer license or equivalent out of state license.

Police Instructor Certificate

NIMS ICS 100, 200, 300, 400, 700, and 800 Courses

Key Competencies: Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and coordination of people and resources.

Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility includes Title IX, Clery Act compliance, Title IV, etc.

Knowledge of legal processes, the criminal justice system, law enforcement principles and techniques, and investigative procedures.

Knowledge in community-oriented policing strategies, positive student engagement, and residence life security for a safe campus learning environment.

Excellent interpersonal, verbal, and written communication skills.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Ability to implement new systems and procedures and to evaluate their effectiveness.

Ability to work collaboratively and build strategic relations with colleagues, vendors, and other stakeholders.

Ability to develop and manage a budget within fiscal allocations.

Ability to take the initiative to plan, organize, coordinate and perform work in various situations when numerous and diverse demands are involved.

Ability to develop, interpret, and evaluate policies and procedures.

Ability to utilize data and information to make decisions and projections.

Ability to effectively plan and delegate the work of others.

Ability to conduct short-range and long-range project planning studies.

Ability to interpret and apply laws, regulations, policies, and procedures consistently.

Ability to diffuse and respond professionally to stressful situations and difficult people.

Ability to communicate the department's mission, structure, and function to students, employees, and visitors with a mindset toward improving recruitment and retention of students.

Physical Requirements: Moderate physical activity. Can require handling objects of average weight up to 50 pounds, standing and walking for more than four (4) hours per day.

Willingness to work a flexible schedule, including evening and weekend hours or as required by emergency management.

Willing to assist with the evacuation process of residence students to an off-site location for a tropical storm or hurricane response.

Maintain emotional control under stress.

Strenuous walking, standing, and climbing ability to operate a motor vehicle.

Ability to hear and understand people speaking and vision correctable to 20/20.

Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

Job Conditions: May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions. Drive throughout areas of the LUPD jurisdiction at odd hours. On-call twenty-four hours a day. Required to attend various events with the focus of providing campus-community engagement and sharing critical information with students, employees, and visitors regarding campus safety.

Lamar Expectation of Quality: The employee will support Lamar University's mission by providing high-quality, professional services, timely responses, and solutions to customer requests. The Lamar University Police Department is a community-oriented organization, based on an intelligence-driven philosophy that seeks to solve problems and effectively enforce laws to ensure students, employees, and visitors are safe.

EEO Statement

Lamar University is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Veteran's Preference Statement

Lamar University is proud to provide employment preference to veteran applicants in accordance with Texas 805 Government Code, Section 657.003.

Preferred Qualifications

Preferred Education: Master's degree from an accredited college or university in criminal justice, police science, public administration, or related field.

Preferred Certification: Completion of a Police Leadership Command College or equivalent.
Police Firearms Instructor Certificate

Security Sensitive Statement

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information.

Salary

Commensurate

Work Hours**Posting Date**

04/30/2021

Close Date**Open Until Filled**

Yes

Special Instructions

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you claiming Veteran's Preference in accordance with Texas Senate Bill 805, Section 657.003? PLEASE READ IMPORTANT INSTRUCTIONS: To be considered for Veteran's Preference, applicants must complete and email to jobs4vets@lamar.edu a Standard Form 15 located at https://www.opm.gov/forms/pdf_fill/sf15.pdf to include the required documents per the instructions on the form. Emails MUST also include position titles and posting numbers for each and every position applied for. APPLICANTS WHO FAIL TO EMAIL ALL REQUIRED DOCUMENTS BEFORE A POSTING CLOSES WILL NOT BE AWARDED VETERAN'S PREFERENCE.

- Yes
- No

2. * What is the highest level of education that you have achieved?

- Doctorate
- ABD
- Master's Degree
- Bachelor's Degree

3. * In what area(s) did you receive your degree(s).

(Open Ended Question)

4. * Do you have 10 years of full-time professional experience in a law enforcement agency of similar size and function?

- No
- Yes

5. * Do you have five years of command-level police experience at the rank of lieutenant or above?

(Open Ended Question)

6. * What types of TCOLE license(s) do you currently hold?

(Open Ended Question)

Applicant Documents

Required Documents

1. Letter of Interest
2. Resume

Optional Documents

1. Unofficial Transcript 1
2. License
3. Certificate(s)

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