

TITLE	CLASSIFICATION	SALARY RANGE
Police Lieutenant	Management Team Classified Supervisor	18

SCOPE OF POSITION:

Under the direction of the Chief of Police, assist in the direction, planning, organization, management and supervision of the Police Department; train, supervise, review and evaluate the performance of assigned staff; plan, recommend and implement policies and administrative procedures in compliance with applicable District, County, State and Federal laws, rules, regulations and policies; assume responsibility of the department in the absence of the Chief of Police.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Train, supervise, review and evaluate the performance of assigned staff; monitor workloads; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
2. Plan, develop and coordinate in-service training of sworn and non-sworn personnel per department and POST mandates; provide training to the District on various safety topics including active shooter, sexual assault awareness, personal safety and security area review; oversee patrol operations and personnel issues.
3. Oversee crime prevention; assist the Chief of Police in disaster/emergency preparedness plans and training, evidence collection, community-oriented policing programs, investigations and other programs as assigned within the department and the District; provide budget, staffing and expenditure recommendations.
4. Participate in background investigations and investigator suspension; oversee background investigations on candidates for employment with the department; oversee the sworn, non-sworn and student cadet/technician training programs.
5. Manage and supervise police activities or functions on District properties and facilities; schedule police personnel coverage for crowd and traffic control of special events and functions.
6. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities, including those related to training programs and intermittent crime statistics; compile data for court presentations.
7. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; respond to and resolve difficult and sensitive citizen inquires and complaints; appear in court to present evidence and testimony on criminal and civil cases.
8. Oversee and conduct criminal and special investigations including internal affairs investigations; implement and initiate disciplinary actions; confer with management, legal counsel and others regarding department and district issues.
9. Assist with planning and overseeing District-wide parking and transportation programs including vehicle, bicycle and pedestrian traffic and parking lot/garage access and safety.
10. Operate a computer and assigned software including the criminal justice system database; operate communications equipment; operate law enforcement tools, weapons and devices; drive a vehicle to conduct work as assigned.

KNOWLEDGE OF:

1. Planning, organization and direction of the law enforcement and security activities of the District.
2. Principles and practices of administration, supervision and training.
3. Applicable sections of the California Penal Code, Education Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code and other laws related to District law enforcement and security.
4. District security, safety and police policies, procedures and regulations.
5. Existing and pending legislation related to school police services and operations, such as the Jeanne Clery Disclosure Act.
6. Investigation techniques and procedures.
7. Shared governance, committee leadership and District administration processes.
8. Operation of specialized law enforcement tools, equipment and vehicles.
9. Oral and written communication skills.
10. Budget preparation and control.
11. Interpersonal skills using tact, patience and courtesy.
12. Record-keeping and report preparation techniques.

ABILITY TO:

1. Assist with coordinating and directing investigation activities.
2. Assist with overseeing and evaluate the District's disaster/emergency preparedness plans and training.
3. Train, supervise and evaluate the performance of assigned staff.
4. Establish and maintain cooperative and effective working relationships with others.
5. Interact with various law enforcement agencies, community groups and individuals effectively.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Operate a computer and assigned software.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Prioritize and schedule work.
14. Direct the maintenance of a variety of records and files related to assigned activities.
15. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in criminal justice, public administration or related field.

EXPERIENCE:

Increasingly responsible law enforcement experience including two years at the level of a Police Sergeant.

LICENSES AND OTHER REQUIREMENTS:

Graduation from P.O.S.T. Basic Academy and Basic P.O.S.T. certificate.

Valid California driver's license.

Valid First Aid/CPR and AED license issued by an authorized agency.

Valid P.O.S.T. Supervisory or Management certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Possible evening or variable hours during emergency situations.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.

Dexterity of hands and fingers to utilize assigned equipment.

Pushing, pulling, lifting and carrying heavy objects.

HAZARDS:

Potential physical hazards involved in intervening in anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.

Firearms and other police-issued weapons or tools.