



## **JOB TITLE: CAMPUS POLICE LIEUTENANT**

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	8	Board Approved:	January 22, 2008

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### **BASIC FUNCTION:**

Under the direction of the Chief of Police, plan, organize, and direct the law enforcement and emergency management functions of the Police Department at a college location; provide day-to-day supervision of related programs, personnel and operations; assumes the command of the department in the absence of the Chief of Police; assists with the implementation of policies, procedures or agreements pertaining to department operations; perform specialized supervisory and police work as assigned; enforce applicable federal, state, city, county and district laws; enforce rules and regulations governing use of college buildings and grounds, and investigates citizen complaints concerning conduct of department employees.

### **REPRESENTATIVE DUTIES:**

Supervise and participate in police activities of functions in the District as assigned by the Chief of Police.

Provide continuous command and supervision in the absence of the Chief of Police.

Plan, direct and manage the assigned activities of a division or unit of the Department; identify minimum standards of performance for division or unit.

Lead campus police in patrolling District buildings, parking areas, and grounds to prevent theft or vandalism; prepare roll call briefings and provide the latest information on campus conditions and current crime trends.

Assure effective utilization of personnel through efficient scheduling to meet the needs of the District; monitor expenditures of assigned division or unit; review and approve/reject requests for expenditures as directed by the Chief; make recommendations to the Chief of Police on budget matters.

Perform strategic planning, propose and establish programs to improve the police mission.

Prepare and/or review all written reports on theft, vandalism and other related incidents or crimes; make arrests when warranted; book suspects and complete reports as necessary; and assist with the presentation of investigative findings to the District/City Attorney for prosecution.

Prepare various statistical and narrative reports.

Appear in court as a witness or as an arresting officer as required.

Train, schedule, assign, direct, supervise, and evaluate the work performance of assigned technical and professional personnel; assist in the selection of new personnel; discipline personnel in accordance with District policies and procedures.

Maintain records and control of property and evidence; maintain records of training and other applicable Peace Officer Standards and Training (POST) requirements.

Oversee department training to assure compliance with POST requirements; attend training programs on crime prevention, drug and alcohol testing, defense tactics, traffic stops, report writing and legal updates as needed; assure that subordinates carry out their training responsibilities to their subordinates.

Coordinate emergency responses by Police Department to alarms, disasters and other emergency incidents on campus.

Participate in crime prevention programs; prepare and deliver presentations on campus safety to students, faculty, staff and the public; review, interpret, update and recommend the purchase of crime prevention materials; investigate crime prevention methods and training materials for officers.

Coordinate police activities with other District departments; maintain positive relationships with the campus community; participate in campus affairs and represent the Police Department in meetings and on committees as assigned.

Work closely with other law enforcement agencies; serve as a liaison between law enforcement agencies, administration, faculty and staff; maintain professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources.

Conduct sensitive internal investigations and sensitive background investigations as assigned by the Chief of Police.

Inspect, identify, document and follow-up on potential hazards.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Possess a California P.O.S.T. Basic Certificate, P.O.S.T. Supervisory Certificate and five (5) years of full-time law enforcement experience required. An Associate of Arts degree or sixty (60) units from an accredited college. Bachelor's degree and possession of a P.O.S.T. Intermediate certificate are preferred.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Modern methods of police administration.

Community Oriented Policing.

Criminal law, investigation and crime prevention methods.

Applicable laws, policies, rules and regulations related to assigned activities.

Principles and practices of administration, supervision and training.

Clery Act and the its effect on campus policing.

Extend and limitation of police powers.

Oral and written communication skills.

Public speaking techniques.  
First Aid and CPR methods.  
Interpersonal skills using tact, patience and courtesy.  
Investigative techniques and practices.  
Record-keeping techniques.  
Use and maintenance of a firearm.

Abilities/Skills:

Plan, organize, coordinate and direct the activities and operations of the Police Department.  
Direct law enforcement, security activity and health and safety programs.  
Respond quickly, effectively and efficiently in emergency or crisis situations.  
Provide a safe and secure working environment for staff and students.  
Conduct training and briefing sessions and various classroom presentations.  
Provide protection to District facilities and property.  
Supervise and evaluate the performance of assigned staff.  
Analyze situations accurately and adopt an effective course of action.  
Administer first aid in emergency situations.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Plan and organize work.  
Prepare and maintain accurate and detailed records and reports related to the Department.  
Lift objects up to 50 pounds.  
Drag a minimum of 125 pounds for a distance of 15 feet.

Licenses or Other Requirements:

Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq  
Must possess, or have the ability to obtain an appropriate, valid California driver's license, a valid first aid card and a valid CPR certificate..

**WORKING CONDITIONS:**

Sitting and standing for extended periods of time.  
Use of a firearm and other police safety equipment.  
Operate an emergency vehicle in a variety of conditions.  
Work outdoors in various working conditions.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.