

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Police Services Lieutenant

Department: Police

Location: District Office

Date: March 11, 2008

POSITION PURPOSE

As a sworn Peace Officer under the direction of the Chief of Police, performs supervisory duties, general law enforcement and patrol duties in uniform, without limitations, to meet Department staffing needs.

NATURE AND SCOPE

The Police Services Lieutenant will be guided in his or her duties by those directives promulgated by the San Jose/Evergreen Community College District. These include: Oath of Office, Mission Statements, Vision Statements, Core Values, Quality Statements, and Business Plans, as well as Department Policy and Procedures.

KEY DUTIES and RESPONSIBILITIES

1. Under the general supervision of the Chief of Police, the Lieutenant is responsible for the supervision of all assigned personnel and is responsible for the protection of life and property and enforcement of all pertinent laws within the jurisdiction of the San Jose/Evergreen College District Police Department.
2. Act as an overall assistant to the Chief of Police and may act as temporary head of the Police Department in the Chief's absence.
3. Work closely with members of the campus administration, the faculty, the students, or representatives of local public safety agencies in the implementation of policies, procedures or agreements pertaining to program operations.
4. May provide interpretations of campus public safety policies and regulations to members of the campus community, representatives of local agencies or members of the general public.
5. Direct law enforcement functions according to Departmental Policy and Procedures.
6. Manage the performance of Uniformed Patrol Officers, the Department Bicycle Program, Parking Enforcement Unit/Community Services Officers (CSOs), Dispatch staff, and non-sworn Civilian office support staff.
7. Coordinate the Department's involvement in special events held on the campuses.
8. Supervise other personnel assigned to the San Jose/Evergreen College District Police Department by evaluating their work and providing on-the-job training as appropriate.
9. Coordinate the Department's Field Training Program, Firearms and Range Qualification, Dispatch Communications Training Program, Parking Enforcement Training/CSO.
10. Assume administrative investigations responsibilities and other relevant disciplinary issues as assigned by the Chief of Police.
11. Coordinate the California Law Enforcement Telecommunications Systems (CLETS) and Criminal Justice Information Center (CJIC) information systems and Computer-Aided Dispatch (CAD) software, and oversee Departmental compliance with property and evidence statutes set forth in the CA Evidence Code.

12. Under the direction of the Chief of Police to provide overall guidance and coordination of Department personnel in matters pertaining to criminal investigations and prepares special reports.
13. Act as Incident Commander during critical emergency situations on District property.
14. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Law enforcement and campus security principles, practices and techniques including patrol procedures, investigations, and the collection and preservation of evidence.
2. Laws, rules and regulations pertaining to the functions of the District Police Department including laws of search and seizure, arrest, legal rights of citizens, and court procedures.
3. Planning and organization principles.
4. Record-keeping, evidence and report-writing methods.

Skills and Abilities:

1. Meet standards specified by the Commission on Peace Officers Standards and Training (P.O.S.T.).
2. Train, supervise, discipline and evaluate personnel.
3. Determine appropriate actions in emergency situations.
4. Enforce laws, rules and regulations and conduct investigations.
5. Administer first aid and CPR.
6. Analyze situations accurately and take appropriate action.
7. Establish and maintain effective and cooperative working relationships with others.
8. Plan, organize, coordinate and supervise assigned work.
9. Work effectively with others to achieve common goals.
10. Use standard word processing software as well as CLETS and CJIC information systems.
11. Communicate effectively both orally and in writing.
12. Collect, compile and analyze information.
13. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
14. Meet standards of physical stature, endurance and agility established by the District.
15. Operate a computer and assigned office equipment.

16. Administer first aid in emergency situations.
17. Human relation skills to resolve confrontation, affect behavior of others, facilitate small group processes, supervise the work of others and review performance, and convey a positive image of the organization.
18. Operate and maintain emergency police equipment such as a firearms, Taser, OC spray, shotgun, patrol rifle, baton, handcuffs, etc.

Education and Experience:

1. Associate's degree or an equivalent combination of education and experience from which similar knowledge, skills and ability may be acquired.
2. Five years of increasingly responsible experience as a police officer with a P.O.S.T.-certified California law enforcement agency.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

License and Requirements:

1. Possess a California P.O.S.T. Supervisory certificate and successfully complete the P.O.S.T. management course within the mandated time limit set forth by P.O.S.T.
2. Possess a valid California Driver's License.
3. CPR certification.

WORKING CONDITIONS:

1. Occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The noise level in the work environment is usually moderate. May be exposed to life-threatening situations with the potential use of deadly force against another.
2. Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, smell, repetitive motions. The employee must occasionally lift and/or move more than 50 pounds

Board Approved: 3/11/08
Salary Range: M-20
EEO Category: 2B1 – Executive/Administrative/Managerial