STATE CENTER COMMUNITY COLLEGE DISTRICT
POLICE LIEUTENANT

DEFINITION

Under direction plans and supervises a campus police and public safety program including property protection, investigation, training, crime prevention program.

DISTINGUISHING CHARACTERISTICS

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, layoff, recall, promotion, and termination.

EXAMPLES OF DUTIES

Responsibilities include budgeting, scheduling, supervising, and evaluating the performance of police personnel, conducting investigations of criminal acts or crimes on campus to obtain physical evidence and statements of witnesses, conducting and supervising campus traffic and security programs, maintaining liaison with student groups, patrolling and establishing patrol procedures and surveillance on campus to detect and prevent crime, contacting students and the public with regard to public prevention, control and investigation of illegal activities, participating in and assisting other college officers in hearings and trials of suspects, conducting security and safety surveys, reviewing written reports of officers for accuracy, writing reports, filing complaints and obtaining warrants from city and county prosecutors, maintaining departmental personnel training records including monitoring to ensure that all officers meet POST mandated training requirements. Performs other duties as assigned.

EMPLOYMENT STANDARDS

Education: Bachelor’s degree in Administration of Justice, Criminology or related area and POST Basic, Advanced and Supervisor certificates.

Experience: Considerable supervisory experience in a public law enforcement agency.

Knowledge and Abilities: Knowledge of investigative and law enforcement procedures, applicable laws, city and county ordinances, district rules and regulations, policies and procedures related to the general nature of insuring reasonable precautionary measures to protect the health, safety and welfare of all individuals utilizing the buildings, grounds and facilities. Skill to conduct investigations, make arrests, file criminal complaints, patrol effectively, lift fingerprints, detect and prevent criminal activity, keep accurate records and make required reports, make quick decisions in emergency situations, remember names, faces, and details of occurrences, qualify periodically with department issued weapons. Ability to assign, monitor, and evaluate the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Salaries Range: 37