

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Community College Regional Police Lieutenant

**Unit:** Supervisory and Professional

**Page:** 1 of 3  
**Job Code:** D1264  
**Original Date:** 09/1990  
**Last Revision:** 10/2014  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Level:** K

### DEFINITION

Under direction of the Chief of Police or other assigned manager, plan, manage, and coordinate the police uniformed patrol, investigations, and non-sworn support services of the District's Police Department. The Lieutenant is expected to perform supervisory/management duties, general law enforcement and patrol duties in uniform, without limitations, to meet department staffing needs.

### DISTINGUISHING CHARACTERISTICS

The Community College Regional Police Lieutenant is assigned to a regional police Command at one of the two major campuses. The Lieutenant has accountability for police and public safety operations and activities at all campuses and facilities within that Command. Each Lieutenant directly supervises police sergeants and all sworn and non-sworn line personnel. This supervisory responsibility is for a twenty-four hour a day, seven-day a week operation. Though both incumbents report directly to the Chief of Police at District police headquarters, they work closely with campus administrators to ensure an effective and efficient operation of public safety services delivery.

### EXAMPLE OF DUTIES

1. Under the general supervision of the Chief of Police or another manager, the Lieutenant is responsible for the supervision of all assigned personnel for the protection of life and property and enforcement of all pertinent laws within the jurisdiction of the San Diego Community College District.
2. Plan, direct, coordinate, staff, control, and organize Police Department operational functions within a specified area to accomplish Department goals and objectives. Direct and supervise Police sworn uniformed patrol and non-sworn support services. Work cooperatively with campus administrators and other staff and assure the delivery of effective police and support services in a proactive, professional, efficient, and timely manner during all three shifts, seven days a week, 365 days a year.
3. Assign and supervise the work of the police sergeants and all sworn and non-sworn line personnel; confer with on-site administrators regularly to organize and coordinate work. Provide functional supervision for the Investigations, Personnel and Training, Field Training, Bicycle patrol, Firearms Training, RAD, Traffic Enforcement, ALICE, and Disaster Preparedness Units. Conduct inspections as necessary to ensure efficient operations.
4. Develop and present training programs; evaluate the performance of assigned staff. May provide official 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. Supervise investigations of all crimes. Coordinate with allied agencies with reference to mutual aid and the MOU when additional investigative expertise and technical resources are needed.
6. Represent District in court hearings, conferences, and other meetings; answer inquiries from the public.
7. Review, correct, and approve reports prepared by subordinates. Ensure the timely and accurate completion of all crime and incident reports within a given shift. Expedite the completion of administrative reports to campus administrators regarding Student Code of Conduct violations.

8. Identify training and performance needs and address corrective action as appropriate through counseling, a Performance Improvement Plan, or other means necessary to ensure that established performance standards are met.
9. Coordinate with Internal Affairs investigators on any administrative process generated by citizen complaints against police personnel; ensure CA Peace Officer Bill of Rights (POBR) statutes are adhered to.
10. Develop a close working relationship with District HR and Risk Management on the areas of personnel management of police employees.
11. Serve as a Department administrator to specialized programs such as the Body-Word Cameras for sworn personnel.
12. Maintain liaison with other law enforcement agencies; consult with courts and other agencies regarding criminal complaints and other matters.
13. Prepare work schedules; deploying manpower according to the needs of their assigned Command.
14. Duties consist of the full range of law enforcement functions according to Department policies and procedures.
15. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- California traffic laws and vehicle operations statutes.
- Collective Bargaining Agreements and Meet and Confer Handbooks.
- Contemporary principles of leadership and accountability.
- Criminal, background, and internal affairs investigation techniques and procedures.
- District and campus organization, regulations, policies, and procedures.
- Interpersonal skills including tact, patience, and diplomacy
- 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
- Local, State, and federal laws applicable to the police organization.
- Manpower deployment and work scheduling for maximum utilization of personnel.
- Modern centralized Dispatch Center communications system and procedures.
- Modern record-keeping techniques.
- Oral and written communication skills.
- Principles and practices of law enforcement management, supervision, and training.
- Principles of Community Policing and problem-solving methods; modern law enforcement and public safety methods.
- Understanding of the Criminal justice system.
- Use, care, and safety requirements for firearms.

#### Skills and Abilities:

- Analyze situations accurately and respond quickly and effectively
- Assist in the development of innovative concepts to deter and reduce crime through sustained crime suppression.
- Clearly communicate information to a broad variety of people in writing, in person, or on the phone.
- Delegate tasks with appropriate authority.
- Enforce pertinent laws, rules, and regulations with tact, firmness, and diplomacy.
- Establish and maintain effective and cooperative working relationships with others.

Implement Community Policing initiatives, including the development of crime Prevention programs.  
Maintain a professional demeanor in all situations.  
Manage multiple priorities.  
Meet schedules and time lines.  
Meet standards specified by the CA Commission on Peace Officers Standards and Training (POST)  
Organize and write clear and concise reports of factual occurrences.  
Recognize and resolve problems of an organizational and administrative nature.  
Relate effectively to people of diverse academic, cultural, and socioeconomic backgrounds.  
Train, direct, supervise, evaluate, and discipline personnel.  
Utilize firearms in a safe manner consistent with district policies.

Training and Experience:

Any combination of training and experience equivalent to: four years of police experience including two years in a supervisory capacity at a rank comparable to Police Sergeant.

License:

Valid California driver's license; successful completion of the required California Police Officers Standards and Training (P.O.S.T.) Management Course (Title II, Chapter 2, Section 1005C of the Administrative Code of California) within completion of probationary period.

Special Requirements:

1. Possess a valid P.O.S.T. Supervisory Certificate at time of employment.
2. Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
3. Be fingerprinted for purposes of search of local, State, and national fingerprint databases to disclose any criminal record.
4. Be of good moral character as determined by a thorough background investigation.
5. Be a high school graduate or pass the general education development (GED) test indicating high school graduation level, provided that this subdivision shall not apply to any public officer or employee who was employed prior to the effective date of the amendment of this section made at the 1971 Regular Session of the Legislature in any position declared by law prior to the effective date of such amendment to be peace officer positions.
6. Successful completion of a medical examination and psychological testing in order to be found free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.

## **WORKING CONDITIONS**

Physical Requirements:

Category II, may require considerable physical exertion, stamina, and flexibility.

Environment:

Duties are performed in an office or field environment. While performing the duties of this classification, the employee regularly is exposed to adverse weather conditions, noise, and a variety of emergency or life threatening situations. The employee is subject to emergency call-out during off-duty hours including weekends, nights, and holidays. The employee is expected to be flexible in order to meet responsibilities of a 24-hour per day, 7 day per week Police operation.