

POLICE LIEUTENANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	PM4	03/09/17	Classified Management	1 of 2

DEFINITION: Under general supervision of the Chief of Police, the Police Lieutenant commands law enforcement and parking services on their assigned college and assists in the management of the Police Department.

DISTINGUISHING CHARACTERISTICS: The Police Lieutenant is the management level class responsible for the administration and supervision of assigned activities within the Police Department. This person is responsible for providing leadership and professional assistance in developing and implementing the policies, procedures, and plans of the department. The Police Lieutenant is required to be on-call on a rotational basis with the other managers in the department.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Maintains discipline and insures that the department rules, regulations and policies are followed.
- Assigns, directs, and reviews the work of subordinates in the performance of their duties; monitors work load; conducts performance evaluations of department employees as assigned.
- Participates in the development, implementation and maintenance of department goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting goals; ensures that goals are achieved.
- May plan, develop and coordinate in-service training of sworn and non-sworn personnel per department and P.O.S.T. mandates.
- Researches, develops and makes recommendations in the planning and development of police and public safety policies and practices.
- Participates in District, campus, and county committees.
- Serves as liaison and works with other law enforcement agencies, campus departments and various community members and groups.
- Maintains good working relationship with local law enforcement agencies, the District Attorney's office, and the courts. Performs internal affairs investigations as assigned; initiates and implements discipline as required.
- Assists in the development of the annual budget; participates in the forecast of the necessary funds for staffing, materials and supplies; administers and monitors assigned budgets; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary and makes recommendations on budget and staffing needs.
- Implements, emphasizes, and encourages a community-oriented policing approach to problem solving.
- Assumes command of the department in the absence of the Chief of Police
- Organizes and coordinates special security and protection assignments.
- Provides management of specialized law enforcement units.
- May be assigned to coordinate a wide variety of other assignments such as: training, budgeting, scheduling, equipment maintenance, records and communications, and contract review.
- Performs other related duties as assigned.



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MINIMUM QUALIFICATIONS

Knowledge Of: Police methods and procedures, including patrol work, traffic control, and scientific investigation and identification techniques; criminal law including apprehension, arrest, and custody of persons accused of misdemeanors and felonies; rules pertaining to search and seizure and preservation and presentation of evidence in criminal cases; the principles of police training, supervision, leadership, and administration; criminal investigation techniques and procedures including interrogation, fingerprinting, photography and modus operandi systems; crime prevention techniques and strategies; community-oriented policing and problem solving; basic computer applications; familiarity with CLETS (California Law Enforcement Telecommunication Systems), Police Computer Records Management Systems, and Police Computer Aided Dispatching System.

Ability To: Make sound, proper, and prompt decisions and recommendations on a variety of routine and non-routine issues; communicate clearly, and effectively, both orally and in writing; prepare and interpret reports; maintain comprehensive and accurate records; establish and maintain effective relationships with those encountered in the course of performing the required duties while exhibiting enthusiasm, energy, and positive attitude; demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff; influence and motivate others through a presence of authority, responsibility, and assertiveness while maintaining a confident demeanor; set clear, attainable goals and objectives developing and prioritizing plans and strategies and evaluating short and long-term impacts; effectively allocate resources; anticipate potential problems and develop contingency plans; employ participatory problem-solving strategies.

Education/Training: Possession of an Associate of Arts Degree. Possession of an Advanced Certificate issued by the P.O.S.T. may be substituted for the Degree requirement.

Experience: Eighteen months of experience as a field level supervisor at a P.O.S.T. approved Police Department at time of appointment. College law enforcement experience is highly desirable.

License/Certification: Possession of a Valid California Driver's License; possession of a P.O.S.T. Basic and Intermediate Certificate.

Adopted: 10/92

Revised: 3/23/05; 05/01/11, 03/08/17