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SUMMARY DESCRIPTION

Under the direction of the Chief of Police, the Police Lieutenant oversees, plans, directs, and supervises the activities of sworn and non-sworn police department personnel in the day-to-day operations of the San Bernardino Community College District Police Department including crime prevention, patrol, property protection, criminal investigations, dispatch, training, parking and traffic operations; coordinates public safety activities with other district departments; and assumes full command responsibility for the District Police Department in the absence of the Chief of Police.

DISTINGUISHING CHARACTERISTICS

The Police Lieutenant is distinguished from the Police Sergeant by its responsibility for assisting the Chief of Police with administrative functions such as development and implementation of policies, procedures, goals and objectives.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, which includes selecting, counseling and training new and tenured employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Assists in planning, organizing and directing the law enforcement and management functions of the District Police Department; assists with the implementation of policies, procedures, and/or agreements pertaining to departmental operations.
3. Participates in the development and administration of the District Police Department's budget; participates in the forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements necessary adjustments.
4. Assists the Chief of Police with ensuring the District complies with mandated disclosure information dissemination activities, including but not limited to the "Jeanne Clery Act" and other applicable state and federal crime data reporting mandates.
5. Oversees the maintenance of records of training and other applicable Peace Officer Standards and Training (POST) requirements and control of property and evidence.



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6. Oversees department training to assure compliance with POST requirements; attends training programs on crime prevention, drug and alcohol trends, defense and de-escalation tactics, traffic stops, report writing and legal updates as needed.
7. Assists the Chief of Police with developing and implementing long and short-range goals, objectives, policies, and procedures in the law enforcement area; assists with developing police department rules and regulations that are consistent with local, state, and federal mandates for community college police departments.
8. Participates in crime prevention and community policing programs; prepares and delivers presentations on campus safety to students, faculty and staff and the public; reviews, interprets, updates and recommends the purchase of crime prevention materials; investigates crime prevention methods and training materials for department personnel.
9. Responds to major incidents reported to the District Police Department and ensures the incident commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as incident commander or other roles as needed for the situation and works closely with the District assigned emergency preparedness coordinator; and consults with representatives from law enforcement, safety and disaster preparedness to improve interagency cooperation.
10. Interprets and adheres to laws, rules, and regulations affecting the District's Police Department, including but not limited to the California Government, Education, Penal, Vehicle, Business and Professions, Health, and Safety Codes, and provides guidance to District Police Department personnel.
11. Testifies in court and may testify as an expert.
12. Works closely with other law enforcement agencies; serves as a liaison between law enforcement agencies, administration, faculty and staff; maintains professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources; represents the department before media or special interest groups.
13. Leads District Police Department personnel in patrolling District buildings, parking areas and grounds to prevent theft or vandalism; prepares roll call briefings and provides the latest information on campus conditions and current crime trends.
14. Ensures enforcement of applicable federal, state, and local codes, laws, and statutes; and ensures compliance with San Bernardino Community College District Board and Administrative Policies.



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15. Prepares and/or reviews all written reports on theft, vandalism and other related incident or crimes; makes arrests when warranted; books, suspects and completes reports as necessary; assists with the presentation of investigative findings to the District Attorney for prosecution.
16. Oversees use of force incidents, vehicle pursuits and officer involved traffic collisions; investigates citizen complaints on employee conduct; conducts sensitive internal investigations and prepares related reports.
17. Represents or serves as department head in the absence of the Chief of Police.
18. Works effectively with people at all levels of the organization including management, faculty, staff, and students; and is sensitive to and understands the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
19. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience Guidelines - *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- A Bachelor's degree from an accredited college or university with major course work in a related field.
- 60 units from an accredited college or university with major course work in a related field with seven (7) years of full-time employment as a peace officer, including three (3) years at the rank of police sergeant or above in a California POST-approved police department can be used in the absence of a Bachelor's degree.

Required Experience:

- Five (5) years of full-time employment as a peace officer, including three (3) years at the rank of police sergeant or above in a California POST-approved police department.

License or Certificate:

- Possession of a valid POST Management or Supervisory certificate. Must be able to obtain management POST certification within two (2) years (24 calendar months) of hire.
- Possession of a valid First-Aid/CPR certification.
- Possession of a valid California Class "C" Driver's license prior to appointment and maintain a safe driving record during the course of employment.



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SPECIAL REQUIREMENTS

1. Must be a U.S. Citizen
2. Must meet all of the minimum standards set forth in California Government Code Section 1031 and not be disqualified by any factor set forth in California Government Code Sections 1029 and 1031.5. These include, but are not limited to, the highest standards of personal integrity and honesty.
3. Successful completion of a POST certified Campus Law Enforcement Course within two (2) years of appointment as per PC 832.3(g).

Appointment to College Police Lieutenant Position

Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

KNOWLEDGE AND ABILITIES:

Knowledge

- Operational characteristics, services, and activities of a comprehensive law enforcement program.
- Principles and practices of law enforcement administration, organization and management.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Sound leadership, management, supervisory methods and practices.
- Community policing principles and interpersonal relationships in order to interact with faculty, staff, students and the public.
- Methods, procedures, and practices, including investigation and crisis/emergency management; intrusion, fire alarm and communication systems.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities.
- Principles and practices of program development, budget preparation, and administration.
- Principles of supervision, training, and performance evaluation.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of California Education Code, Government, Vehicle, Penal, Business and Professions, Health and Safety Codes, and juvenile laws.
- Recent court decisions and how they affect department operations; applicable court procedures.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Principles and practices of data collection and analysis.
- Conflict resolution skills, techniques, and investigative procedures.
- Methods and techniques of report preparation and business letter writing.



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- Occupational hazards and standard safety practices.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of law enforcement information systems, including applicable computer software.

Abilities

- Plan, organize, supervise, direct, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.
- Provide strong leadership, manage, and direct comprehensive law enforcement programs.
- Assist with developing and administering goals, objectives, and procedures for assigned area.
- Exercise sound judgment in handling emergency situations; interrogating suspects and interviewing victims and witnesses.
- Identify and respond to sensitive community and organizational issues, concerns, and needs utilizing effective community policing strategies
- Plan, organize, direct, and coordinate the work of subordinate personnel.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Gather and analyze data and situations and make appropriate decisions.
- Communicate clearly and concisely; prepare and present comprehensive, oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, less lethal weapons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, and video systems.
- Operate office equipment including computers and supporting work processing, spreadsheet, and database applications.
- Maintain high ethical standards and behavior.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to law enforcement functions and operations.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.



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The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens; incumbents required to work various shifts, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.