

PALOMAR COMMUNITY COLLEGE DISTRICT

POLICE LIEUTENANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

This position assists in planning, organizing and directing the law enforcement and emergency management functions of the Police Department; provides day-to-day supervision of related programs, personnel and operations; assumes the command of the department in the absence of the Chief of Police; assists the Chief with implementing policies, procedures or agreements pertaining to department operations; reviews correspondence and reports; maintains, analyzes and evaluates reports covering campus and department functions; patrols the San Marcos campus and/or education centers and provides for the safety and security of all persons at Palomar College; ensures enforcement of the California Penal Code, Vehicle Code and other applicable statutes and codes; provides direction to the Sergeant(s), Police Officers, Campus Patrol Assistants and student workers; assists in the scheduling and supervising police, security and traffic control personnel; investigates citizen complaints concerning conduct of department employees and performs other duties as assigned or required.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Chief Police and exercises supervision over Police Sergeant(s), Police Officers, Campus Patrol Assistants and student workers.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

Essential Functions:

1. Provide continuous command and supervision in the absence of the Chief of Police.
2. Plan, direct and manage the assigned activities of a division or unit of the Department; identify minimum standards of performance for division or unit.
3. Lead campus police and security personnel in patrolling District buildings, parking areas and grounds to prevent theft or vandalism; prepare roll call briefings and provide the latest information on campus conditions and current crime trends.
4. Remain current on applicable laws and regulations that effect campus law enforcement.
5. Prepare and/or review all written reports on theft, vandalism and other related incidents or crimes; make arrests when warranted; book suspects and complete reports as necessary; and assist with the presentation of investigative finding to the District/City Attorney for prosecution.

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6. Maintain records and control of property and evidence; maintain records of training and other applicable Peace Officer Standards and Training (POST) requirements.
7. Coordinate emergency responses by Police Department to alarms, disasters and other emergency incidents on campus.
8. Participate in crime prevention programs; prepare and deliver presentations on campus safety to students, faculty, staff and the public; review, interpret, update and recommend the purchase of crime prevention materials; investigate crime prevention methods and training materials for officers.
9. Work closely with other law enforcement agencies; serve as a liaison between law enforcement agencies, administration, faculty and staff; maintain professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources.
10. Coordinate police activities with other District departments in an effort to achieve the District's overall goals and objectives; maintain continuity and consistency of all department functions; interface with administrators and/or education center directors; maintain positive relationships with the campus community; participate in campus affairs; represent the Police Department in meetings and on committees.
11. Represent the Department before media and/or special interest groups as directed by the Chief of Police.
12. Conduct sensitive internal investigations and sensitive background investigations as assigned by the Chief of Police.
13. Appear in court as a witness or as an arresting officer as required.
14. Inspect, identify, document and follow-up on potential hazards.
15. Oversee department training to assure compliance with POST requirements; attend training programs on crime prevention, drug and alcohol testing, defense tactics, traffic stops, report writing and legal updates as needed; assure that subordinates carry out their training responsibilities to their subordinates.
16. Train, schedule, assign, direct, supervise and evaluate the work performance of assigned technical and professional personnel; assist in the selection of new personnel; discipline personnel in accordance with established laws, regulations, policies and procedures.
17. Assure effective utilization of personnel through efficient scheduling to meet the needs of the College; monitor expenditures of assigned division or unit; review and approve/reject requests for expenditures as directed by the Chief; make recommendations to the Chief of Police on budget matters.
18. Provide responsible assistance to the Chief of Police.
19. Maintain departmental standards as outlined by the Chief of Police; establish team goals and objectives that are consistent with those set forth by the Chief of Police.

Marginal Functions:

1. Perform related duties and responsibilities as assigned or required.

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QUALIFICATIONS

Knowledge of:

1. Law enforcement and security methods including investigative procedures and techniques and the criminal justice system.
2. Applicable federal, state, county, city and District rules, laws, regulations, codes and policies including laws of arrest, patrol procedures, legal rights of citizens, report writing, field interrogations, traffic investigations, court procedures and rules of evidence.
3. Applicable sections of the state Education Code, Government Code, Vehicle Code, California Penal Code, search and seizure laws and juvenile law.
4. Working knowledge of current case law decisions as it relates to police patrol procedures.
5. Principles and practices of supervision and training.
6. Principles and procedures for conducting background and internal investigations.
7. Financial management responsibilities related to Department functions.
8. Record keeping and report writing techniques.
9. Modern office procedures, methods and computer equipment including applicable software applications.
10. English usage, spelling, punctuation and grammar.
11. Community College organization, operations, policies and objectives.

Ability to:

1. Communicate tactfully and effectively with students, staff, faculty and the public, both verbally and in writing; speak before varied audiences and to conduct productive meetings, interviews and interrogations.
2. Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons; maintain a professional demeanor in all situations.
3. Train, supervise and evaluate personnel.
4. Operate equipment including emergency alarm systems, two-way radios, cameras, typewriters, computers and copiers.
5. Train, evaluate and supervise personnel.
6. Participate in the development and administration of goals, objectives and procedures.
7. Effectively respond to all situations/incidents using sound judgment and decision-making skills.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Analyze situations accurately and adopt effective courses of action.
10. Work independently with little direction.
11. Take command in emergency situations.
12. Work long hours and various shifts in diverse environment and inclement weather.
13. Communicate effectively both orally and in writing.
14. Maintain detailed records and prepare clear, concise and comprehensive incident and statistical reports.
15. Work with confidential information with discretion.
16. Prepare criminal cases for prosecution and to effectively testify in court.
17. Exhibit sensitivity to and understanding of the cultural, socioeconomic and ethnic diversity of a community college.
18. Comply with the Law Enforcement Code of Ethics.

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Experience and Education/Training Guidelines:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Five years of experience in law enforcement in the state of California, and currently employed full-time as a California police officer or deputy sheriff, or successful completion of the California Commission on Peace Officer Standards and Training (POST) basic course within the past three years (work may be in progress; completion is required by the time of appointment).

Five years of closely related experience in law enforcement, such as in an educational environment, is preferred.

Education/Training:

Equivalent to an associate's degree from an accredited college or university with major coursework in Criminal Justice Administration, Police Science, Public Administration, Business or a related field; bachelor's degree is preferred.

License and/or Certificate

Must possess a POST Supervisory Certificate; must satisfactorily pass a physical examination and psychological testing as established by POST for the State of California; must successfully complete Government Code 1031 requirements and must satisfactorily pass a polygraph examination. Must possess, or have the ability to obtain an appropriate, valid California driver's license, a valid first aid card and a valid CPR certificate.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environment; subject to working during evening and weekend hours; work involves potentially dangerous situations and contact with hostile or abusive individuals and responding to emergencies; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for apprehension of suspects, walking, running, bicycling, operating motorized equipment and vehicles and positioning and maintaining traffic barricades.