



Classification Title: Police Lieutenant

Department:	Palomar College Police Department	EEO6 Code:	1
Employee Group:	Administrative Association (Classified Administrator)	Salary Grade:	56
Supervision Received From:	Chief of Police	Date of Origin:	7/2012
Supervision Given:	Supervisory, Classified, hourly, and volunteer employees	Last Revision:	9/2023

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 by individual positions.

JOB SUMMARY.

Responsible for managing and supervising sworn and non-sworn personnel employed at the Palomar College Police Department to meet administrative, operational and fiscal requirements.

DISTINGUISHING CHARACTERISTICS.

The Police Lieutenant is distinguished from the Police Sergeant by its responsibility for assisting the Chief of Police with implementing policies, procedures or agreements pertaining to department administration and operations; reviewing correspondence and reports; and maintaining, analyzing and evaluating reports covering campus and department functions.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Assists in planning, organizing and directing the law enforcement and emergency management functions of the Police Department; assists with the implementation of policies, procedures, and/or agreements pertaining to departmental operations.
3. Plans, coordinates, and manages the assigned activities of a division or unit of the Police Department; identifies minimum standards of performance for division or unit operations.
4. Investigates citizen complaints concerning conduct of department employees; conducts sensitive internal investigations and background investigations.
5. Leads police officers and community service officers 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.
6. Maintains, analyzes, and evaluates reports covering campus and department functions; reviews correspondence and reports.
7. Ensures enforcement of applicable Federal, State, and local codes, laws, and statutes.

8. Prepares and/or reviews all written reports on theft, vandalism and other related incidents 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.
9. Oversees and manages the maintenance of records and control of property and evidence; maintains records of training and other applicable Peace Officer Standards and Training (POST) requirements.
10. Coordinates emergency responses by Police Department to alarms, disasters and other emergency incidents on campus.
11. Participates in crime prevention programs; prepares and delivers presentations on campus safety to students, faculty, staff and the public; reviews, interprets, updates and recommends the purchase of crime prevention materials; investigates crime prevention methods and training materials for officers.
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. Coordinates police activities with other District departments in an effort to achieve the District's overall goals and objectives; maintains continuity and consistency of all department functions; interfaces with administrators and/or education center directors; maintains positive relationships with the campus community; participates in campus affairs.
14. Appears in court as a witness or as an arresting officer as required.
15. Inspects, identifies, documents and follows up on potential hazards.
16. Oversees department training to assure compliance with POST requirements; attends training programs on crime prevention, drug and alcohol testing, defense tactics, traffic stops, report writing and legal updates as needed; assures that subordinates carry out their training responsibilities to their subordinates.
17. Oversees and participates in the development and administration of the department budget; participates in the forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements necessary adjustments.
18. Maintains departmental standards as outlined by the Chief of Police; participates in the establishment and implementation of team goals and objectives that are consistent with those set forth by the Chief of Police.

Marginal Functions:

1. Remains current on applicable laws and regulations that affect campus law enforcement.
2. Provides responsible assistance to the Chief of Police.
3. Participates in/on a variety of committees, task forces, boards, meetings and/or other related groups in order to receive and/or convey information.
4. Participates in shared governance through service on planning and/or operations committees and task forces.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

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:

Experience: Five years of experience as a police sergeant, police officer or deputy sheriff, including one years of supervisor experience.

Education/Training: Bachelor's degree in criminal justice administration or related field.

License and/or Certificate:

1. Employment contingent upon possession of a California Commission on Peace Officer Standards and Training (POST) Supervisor Certificate by time of appointment.
2. Possession of a valid California Driver's License by time of appointment.
3. Possession of a valid First Aid and Cardiopulmonary Resuscitation (CPR) certificates by time of appointment.

Preferred Qualifications:

1. A degree in modern policing from a California Community College (pursuant to Title 5, Section 59704(c) of the California Code of Regulations)

Knowledge of:

1. Managerial principles and practices.
2. Law enforcement and security methods including investigative procedures and techniques and the criminal justice system.
3. 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.
4. Applicable sections of the state Education Code, Government Code, Vehicle Code, California Penal Code, search and seizure laws and juvenile law.
5. Working knowledge of current case law decisions as they relate to police patrol procedures.
6. Background and internal investigation principles, practices, procedures and methodologies.
7. Public relations principles and practices, including the use of tact, patience and courtesy.
8. Financial management responsibilities related to Department functions.
9. Record-keeping and report writing techniques.
10. Basic budgeting principles.
11. Modern office procedures, methods and computer equipment including applicable software applications.
12. Community college organization, operations, policies, and objectives.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Interpreting complex data and information.
6. Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
7. Mediating difficult and/or hostile situations.
8. Communicating tactfully and effectively with students, staff, faculty and the public, both verbally and in writing.
9. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
10. Speaking before varied audiences and to conduct productive meetings, interviews and interrogations.
11. Maintaining discretion in handling difficult persons.

12. Maintaining a professional demeanor in all situations.
13. Operating applicable equipment including emergency alarm systems, two-way radios, cameras, typewriters, and copiers.
14. Participating in the development and administration of goals, objectives, and procedures.
15. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
16. Interpreting, applying, and explaining codes, laws, rules, regulations, policies and procedures.
17. Working independently with little direction.
18. Taking command in emergencies.
19. Providing customer service.
20. Mitigating difficult and/or hostile people and situations.
21. Maintaining detailed records and preparing clear, concise, and comprehensive incident and statistical reports.
22. Maintaining confidentiality and exercising discretion.
23. Preparing criminal cases for prosecution and to testify effectively in court.
24. Exhibiting sensitivity to and understanding of the cultural, socioeconomic, and ethnic diversity of a community college.
25. Complying with the Law Enforcement Code of Ethics.

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 require maintaining physical condition necessary to perform the job functions with or without accommodation, such as apprehending suspects, walking, running, bicycling, operating motorized equipment and vehicles and positioning and maintaining traffic barricades. Position requires travel to District and other locations.

TERMS OF EMPLOYMENT.

1. This position requires successful completion of California Government Code 1031 requirements prior to employment. The employment process includes the following components:
 - A background investigation.
 - A polygraph examination at the discretion of the District.
 - A psychological evaluation.
 - A medical examination.
2. The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.