

Job Description

Title:	Lieutenant, Police and Campus Safety <i>(previously Deputy Chief, Police and Campus Safety)</i>
Unit:	Management
Range:	19 - no change in salary
Committee Review:	9/15/2022
Synopsis:	Job description update, Title change
Rational	This position has been brought forward for review and revision to align with the industry standard and reflect more of the operational duties a Lieutenant will be expected to perform. In reviewing surrounding colleges and universities, it is recommended there be no range change for this position.
Incumbent	Vacant

LIEUTENANT DEPUTY CHIEF, POLICE AND CAMPUS SAFETY

DEFINITION

Under ~~general~~ administrative direction, the Police Lieutenant will perform administrative and technical work for the Police & Campus Safety Department (P&CSD), and participate in the overall management and supervision of P&CSD in development of goals, priorities, objectives and procedures. In the absence of the Chief, P&CSD, the Lieutenant assumes command of the department, when directed. The Lieutenant will also assists in planning, organizing, managing, and providing administrative direction and oversight for major programs, functions, and activities of the Police and Campus Safety Department; ~~develops and implements specific departmental operational programs;~~ assists in coordinating assigned activities with other College departments, divisions, outside agencies, and the public; ~~provides highly responsible and complex professional assistance to the Chief, Police and Campus Safety in areas of expertise; acts for the Chief on a relief or as assigned basis.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an ~~Assistant Department Director~~ operational department manager classification in the Police and Campus Safety Department. The incumbent is responsible for planning patrol, public service, and investigative functions or administrative support activities, including assisting the Chief in formulating policy, developing goals and objectives, ~~and administering the department's budget.~~ Assists in planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other College departments. Responsibilities include performing and directing many of the department's day-to-day operational functions. At the direction of the Chief, Mmay assume command in the absence of the Chief, Police and Campus Safety. ~~This class is distinguished from the Chief, Police and Campus Safety in that the latter has overall management responsibility for the Police and Campus Safety Department.~~

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. **Plans, manager, and oversees the day-to-day operations and activities of the Police and Campus Safety Department.**
2. Assists in directing, managing, and participates in the development and implementation of goals, objectives, policies, and priorities for the department; ~~recommends within departmental policy,~~ recommends appropriate service and staffing levels; ~~recommends~~ and administers policies and procedures.
3. Provides administrative management, leadership, and motivation to departmental personnel to facilitate the ~~provision of efficient and effective public safety measures~~ delivery of focused quality service to the campus community.
4. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Chief; directs the implementation of improvements.
5. ~~Selects, t~~Trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

- performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary ~~early and termination procedures~~; responds to staff questions and concerns.
6. ~~Manages and p~~Participates in the development and administration of the department's annual budget; assists in the forecast of additional funds needed for staffing, equipment, supplies, and materials; assists in the monitoring of and approval of expenditures; implements adjustments as necessary.
 7. **At the direction of the Chief, O**versees the maintenance of Clery Act mandated crime reporting; publishes and disseminates the mandated information; maintains the department's website for this purpose.
 8. **Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Chief, Police and Campus Safety.**
 9. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures, as appropriate.
 10. Monitors legal, regulatory, technological, and societal changes, and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
 11. Investigates and resolves problems with requests for services or complaints regarding Police and Campus Safety functions; conducts internal investigations of complaints from officers and/or the public, mediates any conflicts or disputes with department personnel or the public, and takes appropriate action to ensure a timely and equitable resolution when first-line supervisors are unable to do so.
 12. **In collaboration with college partners, P**plans and coordinates campus event management, including security, traffic/parking planning, and staffing. **Interacts with the Director, Technical Services to ensure appropriate numbers of contract security/law enforcement personnel are deployed for events.**
 13. Develops cooperative working relationships with representatives of other local public safety departments; represents the College and department in meetings with members of other public and private organizations, business, educational and community groups, and the public.
 14. Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing **the organizational structure and protocols of the** Standardized Emergency Management System (SEMS) ~~regulations, including call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing College's emergency action, and participating in organizing, planning, and practicing EMS training.~~ **Plans, organizes, and initiates bi-annual EOC and tactical exercises with our law enforcement partners and City of Walnut emergency operations personnel.**
 15. **Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; responds to staff questions and concerns.**
 16. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
 17. Prepares and delivers oral presentations related to assigned areas as required.
 18. **Provide a high level of customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**
 19. **Encourage, support, and abide by federal, state, local policies, Board and Administrative policies and procedures.**
 20. Performs other related duties as assigned **consistent with the scope of the position.**

QUALIFICATIONS

Knowledge of:

1. **Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.**
2. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
3. Principles and practices of budget administration.
4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Functions, services, and funding sources of a college campus public safety department.
6. Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department.
7. Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.
8. Record-keeping principles and procedures; investigation and identification techniques and equipment.
9. General principles of risk management related to the functions of the assigned area.
10. Recent and on-going developments, current literature, and sources of information related to the operations of a college campus public safety department.
11. Safety practices and equipment related to the work.
12. Modern office practices, methods, and computer equipment and applications related to the work.
13. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
14. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
15. Techniques for ~~dealing~~ **providing a high level of customer service by effectively interacting** with ~~and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person, and over the telephone, often when relations may be confrontational or stressed~~ **the public, vendors, students, and College staff, including individuals from minoritized groups.**

Skills & Abilities to:

1. **Oversee and address gaps in diversity, equity, inclusion, and anti-racism in recruitment and retention of faculty and staff.**
2. **Articulate and communicate the College's vision and commitment to creating an equitable, diverse, inclusive, and anti-racist academic and work environment.**
3. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
4. Demonstrate ability to function in a community policing focused organization.
5. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
6. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
9. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
10. Effectively represent the department and the College in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.

11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. ~~Use English effectively to communicate in person, over the telephone, and in writing.~~
13. **Communicate effectively through various modalities.**
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
15. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. **Make ethical and sound decisions according to laws, and established policies, procedures and regulations.**
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- Equivalent to graduation from a regionally accredited four-year college or university with major coursework in security management, law enforcement, or a related field; and
- ~~Three~~ (3) full time equivalent years of supervisory experience in public safety or law enforcement services.

Desirable Qualifications:

1. **Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution;**
OR
2. **Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.**

Licenses & Certifications:

Possession of, or ability to obtain and maintain the following:

1. ~~Possession of, or ability to obtain, an a~~Advanced certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) ~~by time of appointment.~~
2. ~~Possession of, or ability to obtain, a v~~Valid California Driver's License ~~by time of appointment.~~
3. ~~Possession of, or ability to obtain, Pepper Spray and Security Officer Training certification and California Bureau of Security and Investigative Services Security Guard card and firearms permit.~~
4. ~~Possession of, or ability to obtain, American Red Cross First Aid and CPR certification.~~
5. ~~Complete and pass an~~Automatic External Defibrillator and a State certified Tactical Telescoping Baton course.
6. ~~At the discretion of management, This positions within this classification may be required to:~~ **requires that the incumbent to obtain and maintain certification per satisfactorily complete the latest Bureau of Security and Investigative Services peace officer training course approved by the Commission on Peace Officer Standards and Training (P.O.S.T) per Penal Code 832 and Education Code 72330.5. In accordance with Penal Code 832, satisfactory completion is demonstrated by passage of an appropriate examination developed or approved by the Commission Penal Code 832 certification, per and Education Code 72330.5.**

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; to operate a motor vehicle and to visit various College and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate Police and Campus Safety services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds **and objects weighing more than 50 pound with assistance.**

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards and hazardous physical substances, and fumes. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended 2.2020