

COMPTON COMMUNITY COLLEGE DISTRICT



POLICE LIEUTENANT

July 2018

FLSA: EXEMPT PER CALIFORNIA EDUCATION CODE §§ 88026 – 88030

DEFINITION

Under general direction, plans, organizes, supervises, reviews and evaluates various functions, programs and activities in the Compton Community College District Police Department, such as patrol, investigations, emergency response, and administration; trains staff and provides for their professional development; develops and implements specific departmental operational programs; provides complex administrative and budgetary support to the Chief of Police; coordinates assigned activities with other departments, outside agencies, and the general public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from, reports to, and is supervised by the Chief of Police. Exercises direct and general supervision over Police Sergeants, Police Officers and a variety of non-sworn staff either directly or through a subordinate level of supervision.

CLASS CHARACTERISTICS

This is the mid-management level class in the campus police series that is responsible for planning patrol, investigative and safety service activities and for assisting the Chief of Police in various budgetary, special program, and administrative areas. While the position may respond to calls for service, crime scene security, or become involved with investigations, the primary responsibilities are managerial, including the coordination of activities with those of other District departments and law enforcement agencies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Police Chief in that the latter has overall management responsibility for all public safety programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Police Department.
- Performs sworn police duties in the prevention of crime and the enforcement of law and order, public safety and the protection of life and performs related work as required.

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for the Department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of police services and programs; continuously monitors and evaluates the efficiency and effectiveness of training, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Chief of Police.
- Coordinates sworn personnel selection procedures, including conducting interviews and acting as liaison with background investigators, and medical/psychological screening professionals.
- Trains, motivates, and evaluates assigned personnel; coordinates, develops, implements, and monitors training programs including remedial training, firearms, equipment, self-defense, and field training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Manages and coordinates the work plan for the Department; meets with staff to identify and resolve problems; ensures coverage of staff for all shifts and assignments; assigns work activities, projects and programs; monitors work flow; reviews and evaluates service delivery, methods, and procedures.
- Manages and participates in the development and administration of the Department's annual budget including estimating operational funds for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and directing and implementing adjustments as necessary.
- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments.
- Provides staff assistance to the Chief of Police; assists in preparation of staff reports, procedures, written materials, and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures, as appropriate.
- Investigates and resolves problems with requests for services or complaints regarding police 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.
- Provides effective professional liaison between the Police Department and other District departments and divisions.
- Maintains and directs the maintenance of departmental files, directs the release of records and dispatch activities.
- Represents the Police Department in meetings with members of other public and private organizations, business, educational and community groups and the public.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency taskforces or committees.
- Assists in providing leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized Emergency Management System (EMS) regulations.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- 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.
- May assume command in the absence of the Chief of Police.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Principles and practices of budget administration.
- Applicable Federal, State, and local laws, codes, court decisions and regulations concerning the operation of a full service municipal police department.
- Functions, services and funding sources of a full-service college campus police department.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the Department.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Modern investigative methods including interviewing and interrogation techniques.
- Courtroom procedures and techniques for testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Campus geography, streets, public buildings, and businesses.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the students, faculty, and staff, in person and over the telephone, often when relations may be confrontational or stressed.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review, and evaluate the work of staff.
- Train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions as a watch commander and in emergency situations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Effectively represent the Department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Identify and be responsive to community issues, concerns and needs.
- Perform comprehensive first aid procedures and CPR.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize work, set priorities, meet critical time deadlines, and follow up on assignments.
- Understand scope of authority in making independent decisions.
- Operate the equipment and vehicles of the Department in a safe and responsible manner.
- Effectively use modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to a Bachelor's degree in police science or related field from an accredited college and five (5) years of law enforcement experience, including two (2) years of supervisory experience.

License:

- Possession of a valid California Driver's License with a satisfactory driving record.
- Possession of American Red Cross First Aid and CPR certification.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (POST) required.
- Valid Supervisory certificate issued by POST.
- A POST Management certificate must be obtained upon completion of the first 24 months of permanent service.
- A POST Campus Law Enforcement course must be completed within the first 12 months of service.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain POST physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; 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 services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees 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. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to pass a POST background investigation, physical examination, and obtain fingerprint clearance prior to beginning employment. Must pass a psychological evaluation and polygraph evaluation. Must be able to work extended or rotating shifts, weekends and holidays, or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.