

Job Description

Position Title: Police Lieutenant

Job Group: Campus Police

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Police Lieutenant performs commission law enforcement management duties supervising Police Sergeants; overseeing field operations; reviewing and evaluating reports; developing policies and procedures; and coordinating training. The Police Lieutenant Supervises the enforcement of federal and state laws, along with District rules and regulations to maintain order and ensure a safe environment for students, faculty, staff and visitors. May be required and/or delegated to assume responsibility of the department in the absence of the higher command

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervising staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
2. Oversees and coordinates field operations; serves as Master shift scheduler; reassigns personnel or redistributes work for efficiency. Monitors patrols monthly activity levels.
3. Reviews and evaluates reports. Reviews and analyzes work and crime stats and plans to ensure efficient allocation of police and supervisory staffing.
4. Oversees internal investigations, complaints or allegations of misconduct of sworn personnel. Reviews reports involving injuries to police officers or damage to department equipment. Reviews all use of force situations.
5. Responds and participates in major incidents, oversees investigations and serves as back-up detective.
6. Manages allocation of resources; oversees equipment and inventory; recommends and facilitates the purchasing of department equipment. Forecasts the departments' need and plans for future purchases. Oversees the departments' vehicle fleet; makes recommendations to Command on the procurement of vehicles and related equipment.
7. Oversees and audits the evidence room; advises and oversees all sworn personnel in handling evidence properly. Oversees the departments' records unit.
8. Oversees the Field Training program; coordinates department training and confirms all officers in the department, including Sergeants and Command staff, receive the proper training to maintain their Arizona Peace Officer Certification. Schedules training classes; researches and recommends outside training opportunities; coordinates with other law enforcement agencies, plans and hosts training seminars from other agencies and supervises and provides oversight of all training conducted within

the department. Maintains accurate and detailed records of all department training to ensure compliance with State audits.

9. Develops policy and best practices Modifies standard operating procedures as necessary to improve organizational effectiveness. Informs Sergeants and Officers of changes in regulations, policies, and implications of new or amended laws and new techniques of police work.
10. Participates in the development and implementation of goals, objectives, policies, and recommends modifications to programs, policies, and procedures pertaining to law enforcement services and activities.
11. Represents the department with other law enforcement services and agencies and the public; plans and facilitates special events requiring law enforcement participation.
12. Prepares and reviews police policies, procedures, records, inspections, press releases, security notices, and other documents.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Knowledge of law enforcement principles and practices
3. Knowledge of public safety and security procedures
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive and flexible customer service
6. Ability to adapt and maintain professional composure in emergent and crisis situations
7. Ability to develop and maintain effective and positive working relationships
8. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED.
- Current Arizona driver's license.
- Arizona Peace Officer Standards Training (P.O.S.T.) Certified
- Minimum age of 21
- Must be a U. S. citizen
- Successful graduation from the academy
- Three (3) to Five (5) years of related law enforcement experience Required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate (up to 100 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Evening and weekend work hours
- Pre-employment Background Check
- Valid AZ Driver's License