VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMMUNITY COLLEGE POLICE LIEUTENANT

BASIC FUNCTION

Under the direction of Chief of Police, plan, organize, and supervise the operations of the Police Department at a college location; perform specialized supervisory and police work as assigned; enforce applicable federal, state, city, county and district laws, enforce rules and regulations governing use of college buildings and grounds; make arrests, write reports, testify in court, control traffic, control parking; patrol buildings, grounds and other properties of the college campus; provide for the safety and protection of students, visitors, and personnel.

DISTINGUISHING CHARACTERISTICS:

An incumbent assigned to this class is a working command officer who provides functional supervision over student aides and other department personnel as assigned. This class incumbent serves as the highest-ranking department officer on a particular District campus. Incumbents are authorized to wear a uniform, carry firearms. They are sworn peace officers as defined by the California Penal Code, Chapter 4.5 et seq.

REPRESENTATIVE DUTIES:

Supervise and participate in police activities of functions in the District as assigned by the Chief of Police. 

Plan police coverage for crowd and traffic control of college dances, sports events, theater productions, community service functions and similar activities; schedule student police aides to supplement traffic and crowd control and other functions and activities.

Assign, coordinate, direct and review activities of subordinate officers; train and evaluate assigned staff.

Supervise dispatch of or participate in patrols and special investigations; provide safety and protection of students, visitors and personnel; patrol buildings, grounds and other properties of the college campus; carry firearms.

Review reports and compile data for court presentations; appear in court to present evidence and testimony in criminal cases as required.

Develop and maintain departmental records, assist with preparation of departmental budget. Assure the accurate accounting of daily parking fees.

Prepare various statistical and narrative reports.

Perform strategic planning, propose and establish programs to improve the police mission.

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Interview students, faculty and campus personnel regarding complaints concerning citations, officer conduct and departmental policies and procedures. 

Act as liaison between department and campus administration and between campus and local law enforcement agencies.

Train, provide work direction and guidance to officers and student police aides; evaluate performance of other officers and student police aides; assist in providing in-service training.

Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate.

Conduct investigations and follow up investigations of campus incidents; prepare crime or incident reports; prepare, issue and process traffic and parking citations according to established procedures.

Patrol college properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism, illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; extinguish small fires as necessary.

Respond to alarm and radio calls; apprehend violators: provide emergency first aid; check and interrogate suspicious persons; repair and install alarm systems.

Receive complaint requests for assistance from students, visitors or college personnel; contact police and fire authorities as necessary; assure the safe transport of college monies.

Perform other duties as defined in the Police Policy and Procedure Manual, Police Department general orders and policies of the College District.

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

- Law enforcement and security methods and procedures. Includes applicable federal, state, city, county and district laws, rules and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedures and rules of evidence
- Modern community college police manuals and procedures
- Principles and practices of supervision and training
- Criminal investigations techniques and procedures
- Crowd control and vehicle control procedures
- District organization, operations, policies and objectives
- Oral and written communications skills
- Correct use of English, grammar, spelling, punctuation and vocabulary
- Technical aspects of field of specialty
- Interpersonal skills using tact, patience and courtesy
COMMUNITY COLLEGE POLICE LIEUTENANT (continued)

ABILITY TO:

Plan, organize, supervise and participate in the operations of the college police department
Interpret, apply and enforce applicable laws, rules and regulations
Direct and conduct investigations, make arrests, file criminal complaints, detect and prevent crime
Understand and apply sound principles of college police administration
Recommend improvements in department operations and changes in policies and procedures
Prepare and present clear, concise and comprehensive oral and written reports
Plan, coordinate and supervise staff training programs
Maintain rapport with college students, staff, representatives of local law enforcement agencies and the public
Analyze situations accurately and adopt an effective course of action
Understand and follow oral and written directions
Work independently with little direction
Establish and maintain effective and cooperative working relationships with others
Meet schedules and time lines
Plan and organize work
Train and supervise personnel
Maintain records and prepare reports
Work confidentially with discretion
Communicate effectively both orally and in writing English language

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school graduate or have passed the General Educational Development Test, or have attained a two-year or four-year degree from an accredited college and a minimum five years service as full-time, regularly appointed peace officer in a US public law enforcement agency, including two years of such service in a lead capacity. Possess a current valid California P.O.S.T. Basic certificate.

LICENSES AND OTHER REQUIREMENTS:

Valid California P.O.S.T. Basic certificate
Undergo and pass a physical agility test
Obtain valid California driver's license upon employment
Valid First Aid Certificate and CPR Certificates
Be eligible for and apply for P.O.S.T. Supervisory Certificate within one year of appointment
Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq.
US citizen or permanent resident alien eligible for and who has applied for such citizenship
Be at least 18 years of age
Undergo and pass a subjective background investigation to determine if the candidate meets department standards
Upon receiving conditional offer of employment, pass a medical and psychological examination and meet department standards thereof
Successfully complete department field training
Undergo and pass polygraph examination
COMMUNITY COLLEGE POLICE LIEUTENANT (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Subject to considerable physical exertion, stamina, flexibility, and potentially hazardous conditions

PHYSICAL ABILITIES:

Reach overhead, above the shoulders and horizontally
Stand and walk for extended periods of time
Run, walk over uneven surfaces
Climb stairs
Bend at the waist, kneel or crouch
Hear and speak to exchange information
Lift maximum weight allowed by OSHA standards
Safely operate motor vehicles in varied weather conditions and emergency or pursuit conditions

HAZARDS:

Adverse weather conditions
Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior; contact with dissatisfied or abusive individuals