

## LIEUTENANT

### DEFINITION

Oversees the daily activities of Police Officers, School Safety Officers, supervisors, and civilian staff assigned to a division or specialized assignment in the School Police Department to ensure that essential police functions are carried out through the proper deployment of personnel.

### TYPICAL DUTIES

Liaisons with community members, District officials, and school faculty and staff to ensure that appropriate police services are provided and policies are followed.  
Responds to the scene of police emergencies and major incidents and may assume command of the police operations.  
Plans, assigns, and reviews the administrative work submitted by subordinates.  
Trains new Police Officers, Senior Police Officers, Police Detectives, and Sergeants.  
Conducts audits of division operations and personnel.  
Plans and organizes training programs and oversees California Peace Officer Standards and Training (CA P.O.S.T.) compliance.  
Reviews operational procedures and recommends policy changes for the School Police Department.  
Adjudicates complaints from District students, personnel, and the public regarding School Police Department personnel and recommends penalties for sustained allegations of misconduct.  
Prepares budget reports as required.  
Chairs an internal School Police Department committee for police operations and efforts.  
Ensures that notifications are made to appropriate personnel regarding emergencies or major crime incidents and prepares related reports.  
Assumes command of a bureau in the absence of a Deputy Chief of Police.  
May conduct threat assessments.  
May perform all journey level duties.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Lieutenant oversees the daily activities of Police Officers, School Safety Officers, supervisors, and civilian staff assigned to a division or specialized assignment of the School Police Department to ensure that essential police functions are carried out through the proper deployment of personnel.

A Deputy Chief of Police plans, organizes, and directs the activities of a bureau or specialized assignment of the School Police Department involved in school operations, patrol, investigations, or administrative services.

A Sergeant supervises an assigned watch or unit(s) of the School Police Department and provides coordination and direction to both sworn and non-sworn personnel.

### SUPERVISION

General supervision is received from higher-level personnel. Supervision is exercised over lower-level School Police Department personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Organizational structure, departmental functions, procedures, practices, rules, and regulations of the School Police Department
- Applicable federal, State, County, City, and District rules, regulations, policies, and practices
- Criminal investigation and processing procedures, search and seizure, handling of evidence, and due process
- Emergency preparedness and tactical management
- Training and discipline concepts
- Principles of management, supervision, and leadership
- Community relations practices
- Principles of community policing
- Principles of organizational management, risk management, and budget standards
- Threat assessment processes
- Project management and project tracking

### Ability to:

- Plan, assign, and review the work of a division or a specialized assignment
- Assess situations quickly and determine appropriate course of action
- Maintain effective working relationships with the youth, District personnel, and the public
- Write accurately and concisely
- Speak clearly and effectively
- Prepare a budgets
- Effectively identify, address, and resolve workplace disputes, issues, and problems

### Special Physical Requirements:

- Good visual field and depth, and color and hue perception
- Hear normal voice-range frequencies
- Agility, strength, and stamina to make apprehensions and to protect self from attack

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from an accredited college or university with a bachelor's degree. Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the required education.

### Experience:

Six years of full-time experience as a peace officer with a California law enforcement agency certified to participate in the California Peace Officer Standards and Training (CA P.O.S.T.), of which three years must have been as a Sergeant with the District. Experience as a Senior Police Officer or Detective is preferable.

Special:

A valid California Driver License and use of an automobile.

Appointment is subject to fingerprinting, a review of criminal record, and a comprehensive background investigation.

An appointee must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship.

Possession of a Supervisory CA P.O.S.T. Certificate, or its equivalent.

Successful completion of a CA P.O.S.T. approved course in police management will be required after appointment unless a comparable course has been completed within the preceding three years.

Ability to speak and understand Spanish is preferable.

Qualify periodically with departmentally approved firearms at a designated police range.

Subject to rotation in assignment, work shift, and location.

Subject to 24-hour call that may include weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
10-12-12  
JPK