



<h1>MPP POSITION DESCRIPTION</h1>

Department: University Police
Working Title: Lieutenant
Time Base: Full time
Class Code: 3312
Position Number: 00001697
MPP Job Code: P016

Position Reports To: Chief of Police
Classification: Administrator II
Range Code: 1
Exempt or Non-Exempt: Exempt
Last Update: 6-20-19

PURPOSE OF POSITION:

As assigned by the Chief of Police, Lieutenants are responsible for leadership, direction, and coordination of the University Police Department law enforcement services, communications center and police records office. These assignments may include, but are not limited to, all patrol related functions of the police department, such as community policing and problem solving policing initiatives, police report approval, oversight of and/or conducting internal affairs investigations, coordination of and/or making recommendations regarding the purchasing of all police related equipment, oversight of and/or conducting criminal investigations, supporting the department’s threat assessment program, recruitment and selection as needed, day to day oversight of the department directive system, special events planning, oversight of the department’s evidence and property control system, acting as the Temporary Holding Facility Supervisor, acting as the department’s Field Training Supervisor, coordination and maintenance of the department’s key system, and acting as the department’s Training Manager. Provides additional support and assistance to the Chief of Police with planning, organizing, and directing additional administrative functions/projects as the needs arise.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Leadership/Management	25%
2. Strategic Planning	10%
3. University/Community Partnership	20%
4. Functional Oversight Management	45%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. LEADERSHIP/MANAGEMENT:

Acts as a change champion. Builds competence in others through effective coaching, performance management and mentoring. Provides clear direction. Leads courageously by addressing difficult issues. Supports and moves new initiatives forward. Facilitates an environment that motivates, empowers, and inspires commitment from employees. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Creates and implements methods for improving individual and team performance. Builds effective teams committed to organizational goals. Fosters collaboration. Creates an environment in which employees are recognized for their accomplishments and contributions to the success of the team. Supports and encourages professional and career development for employees. Understands the University’s mission and vision and how the department/division’s work activities and goals support the mission. Identifies current and future challenges and proposes effective solutions. Determines, effectively allocates, and coordinates resources.

2. STRATEGIC PLANNING:

As a strategic partner, recommends, creates, and implements long and short term strategic plan goals and operational plans for the University Police Department. Ensures the University Police Department’s goals align with and support the overall mission of the University. Motivates and encourages commitment to achieving strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for University Police Department.

3. UNIVERSITY/COMMUNITY PARTNERSHIP:

As a member of the campus community, ensures a community-focused strategy to support the University's mission. Recognizes the importance of collective strength, knowledge, and information. Builds effective strategic alliances internally and externally. Initiates and develops strong working relationships with community. Demonstrates commitment to diversity. Collaborates with business partners in the achievement of University goals that support the University's mission. Actively solicits and acts upon feedback. Identifies and anticipates community needs. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Takes the necessary measures to solicit and influence internal and external support.

4. FUNCTIONAL OVERSIGHT/MANAGEMENT:

In collaboration with the other Lieutenant in the University Police Department, may have responsibility for any or all of the following:

Oversees the effective management and operations of the patrol services division and ensures the division is prepared to protect the University at all times and Watch Commanders are prepared to assume department leadership roles during non-business hours. Develops, implements and coordinates community oriented policing efforts and strategies. Develops, implements and coordinates crime prevention efforts and strategies. Supervises the investigation of criminal and civil incidents after initial patrol reports have been completed. Assists with all aspects of police report follow-up and correction as needed. Maintains professional credentials of employees and coordinates all on-going department training activities to ensure that all department members remain current in all aspects of law enforcement. Oversees and coordinates all Internal Affairs and citizen complaint investigations as directed by the Chief of Police. Oversees, coordinates and implements recruiting, testing and interviewing of dispatcher and police officer candidates as needed. Oversees background investigations of all candidates seeking employment with the agency. Provides oversight and direction for communication center operations. Oversees the effective management of the University Police Department's policies and procedures and general order system. Supports the department's accreditation program and maintains compliance with all relevant accreditation standards and manages projects related to those standards. Supervises the department's police records section. Oversees attendance and payroll functions. Represents the University to federal, state, and local regulatory agencies, as required, to protect the University's interest in matters of law enforcement and safety.

SUPERVISION OF OTHERS:

Provides training, guidance and direction to patrol services division, communications center staff, and the police records office.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Daily/weekly interaction with campus community leadership and staff, external law enforcement agencies, local, state, and federal agencies, other CSU campuses and Chancellor's Office to persuade, solicit information, provide information and guidance and resolve problems.

REQUIREMENTS OF POSITION:

1. List education and experience required
 - a. Bachelor's degree in police science, criminology, public administration or related field; OR an equivalent combination of education and experience.
 - b. Seven (7) years of progressively responsible general law enforcement or public safety work experience which includes a minimum of 3 years leading and/or supervising the work of others for a sworn law enforcement agency.
 - c. Supervisory P.O.S.T. Certificate.
 - d. Ability to qualify for and obtain the P.O.S.T. Management certificate within the first two years of employment.

Preferences

- a. Sworn law enforcement experience in an academic setting, ideally public higher education.

2. List knowledge, skills, and abilities required for this position.

Leadership / Vision:

- a. Demonstrated commitment to CSUSM's mission and goals as a student-centered University dedicated to teaching excellence and active learning with a University first perspective and a customer focused strategy.
- b. Demonstrated ability to establish a clear and understandable vision for the University Police Department, engage the University community in the implementation of the vision and build the operational components to execute the vision
- c. Demonstrated ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
- d. A demonstrated commitment to inclusiveness and access in all areas of the University.

Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:

- a. Successful experience managing a complex organization.
- b. Experience building and managing an effective world-class team dedicated to organizational goals and high performance.
- c. Experience with directing, supervising, motivating and inspiring others; measuring the performance of people, teams and organizations, and assessing performance and progress.
- d. Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
- e. Demonstrated ability to develop and support on-going learning and professional development for staff, managers and emerging leaders.
- f. Demonstrated ability to lead courageously by addressing difficult issues.
- g. Demonstrated ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness and future focus.
- h. Demonstrated ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.
- i. Demonstrated ability to identify current and future challenges and propose and implement effective solutions.
- j. Experience making effective decisions with sound analytical ability, good judgment and strong operational focus.

Communication:

- a. Excellent oral and written communication skills.
- b. Demonstrated ability to communicate effectively to a variety of audiences.
- c. Successful negotiation and persuasion skills.

Strategic planning / Goal Setting:

- a. Experience in strategically supporting growth and/or change.
- b. Experience creating and implementing long and short term goals.
- c. Experience in determining and coordinating resource allocations.
- d. Demonstrated ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the University's strategic master plan, coordinating ongoing multiple large and complex projects from conception to completion in a centralized and highly regulated environment.
- e. Demonstrated ability to find solutions that result in prudent decisions to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
- f. Demonstrated ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.

Teamwork / Collaboration:

- a. Demonstrated ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.

Functional Area Expertise:

- a. Knowledge of Federal and California State laws regarding campus law enforcement (such as FERPA, Clery and access to University records, such as the Patriots Act).
- b. Knowledge of the California Peace Officers Bill of Rights.
- c. Thorough knowledge of community policing programs, public safety procedures and law enforcement and security methods.
- d. Extensive experience and/or exposure with investigating citizen complaints, criminal investigations and

- background investigations
- e. Experience in the operation of Computer Aided Dispatch and case management systems, specifically RIMS.
- f. Experience with crowd control techniques as they pertain to a campus environment.
- g. Understanding and ability to apply emergency preparedness and disaster control procedures.
- h. Knowledge of and skill in the use and care of firearms and other police equipment.
- i. Knowledge of first aid techniques.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- a. Standard office and communication equipment.
- b. Must be able to handle and/or operate basic law enforcement weapons, batons, handcuffs, police emergency vehicles, police radios and computers.

4. List unique working conditions

- a. Occasional overnight travel.
- b. Must undergo extensive and thorough background investigation and pass a medical evaluation including drug screening and psychological examination.
- c. Call back status 24/7. Work shifts may occasionally include weekends and nights.
- d. Required to direct/conduct emergency operations and/or major crime investigations as needed.

5. Other Employment Requirements

- a. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083 Revised July 21, 2017](#) as a condition of employment. General Reporter
- b. This position is subject to an extensive and thorough background investigation and successfully meet and pass a medical evaluation, drug screen and psychological examination.
- c. This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under disclosure category: 2
- d. Must participate in required campus trainings including, but not limited to, Sexual Harassment Prevention training "EDU Supervisor: Anti-Harassment, Discrimination, Retaliation"; Information Security Awareness Training; and Sexual Violence Awareness and Prevention "EDU: Eliminate Campus Sexual Misconduct".

REQUIRED UNIVERSITY COMPLIANCE TRAINING

This position will require adherence to University compliance training such as:

- a. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- b. This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- c. This position is required to complete Sexual Harassment training.
- d. Must participate in required campus trainings including, but not limited to, Information Security Awareness Training.
- e. Injury and Illness Prevention Program Training.

PHYSICAL EFFORT, MENTAL EFFORT AND ENVIRONMENTAL FACTORS

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Sitting
2. Standing
3. Walking
4. Bending Over
5. Crawling
6. Climbing
7. Reaching overhead
8. Crouching
9. Kneeling
10. Balancing
11. Pushing or pulling

	N/A	1-2	3-4	5-6	7+
1. Sitting				x	
2. Standing			x		
3. Walking		x			
4. Bending Over	x				
5. Crawling	x				
6. Climbing	x				
7. Reaching overhead	x				
8. Crouching	x				
9. Kneeling	x				
10. Balancing	x				
11. Pushing or pulling	x				

16. Driving cars, trucks, forklifts and other equipment
17. Being around scientific equipment and machinery
18. Walking on uneven ground

12. Lifting or carrying
 - A. 10 lbs or less
 - B. 11 to 25 lbs
 - C. 26 to 50 lbs
 - D. 51 to 75 lbs
 - E. 76 to 100 lbs
 - F. Over 100 lbs
13. Repetitive use of hands/arms
14. Repetitive use of legs
15. Eye/hand coordination

Number of hours/day
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying	x				
A. 10 lbs or less	x				
B. 11 to 25 lbs	x				
C. 26 to 50 lbs	x				
D. 51 to 75 lbs	x				
E. 76 to 100 lbs	x				
F. Over 100 lbs	x				
13. Repetitive use of hands/arms		x			
14. Repetitive use of legs	x				
15. Eye/hand coordination	x				

Yes No

x	
	x
x	

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Directing others
2. Writing
3. Using math/calculations
4. Talking
5. Working at various tempos
6. Concentrating amid distractions
7. Remembering names
8. Remembering details
9. Making decisions
10. Working rapidly
11. Examining/observing details
12. Discriminating colors

	N/A	1-2	3-4	5-6	7+
1. Directing others			x		
2. Writing			x		
3. Using math/calculations		x			
4. Talking			x		
5. Working at various tempos		x			
6. Concentrating amid distractions		x			
7. Remembering names			x		
8. Remembering details			x		
9. Making decisions				x	
10. Working rapidly		x			
11. Examining/observing details			x		
12. Discriminating colors	x				

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Inside
2. Outside
3. Humid
4. Hazards
5. High places
6. Hot
7. Cold
8. Dry
9. Wet
10. Change of temp
11. Dirty
12. Dusty
13. Odors
14. Noisy
15. Working w/others
16. Working around others
17. Working alone

	N/A	1-2	3-4	5-6	7+
1. Inside				x	
2. Outside		x			
3. Humid	x				
4. Hazards	x				
5. High places	x				
6. Hot	x				
7. Cold	x				
8. Dry	x				
9. Wet	x				
10. Change of temp	x				
11. Dirty	x				
12. Dusty	x				
13. Odors	x				
14. Noisy	x				
15. Working w/others					x
16. Working around others					x
17. Working alone		x			

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____

Vice President: (Optional)

Print Name: _____

Signature: _____

Date: _____