

San Jose/Evergreen Community College District
Classified Management Job Description

Position: Police Services Lieutenant

Department: Police

POSITION PURPOSE

Under direction, the Police Services Lieutenant, a sworn Peace Officer, organizes, assigns, and supervises the District's public safety and law enforcement operations; oversees sworn and non-sworn Police Department personnel to meet operational, administrative, and fiscal requirements; performs supervisory duties, general law enforcement, and patrol duties in uniform; assists the Police Chief and may act as the Police Chief when required; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification, and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Organizes, assigns and supervises the daily operations of the SJECCD Police Department.
2. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks; oversees uniformed patrol officers, parking enforcement/Community Services Officers (CSOs), dispatch staff, and non-sworn office support staff; selects and trains new employees; plans, assigns, schedules, and evaluates completed work; approves overtime/compensatory time; prepares employee performance evaluations; recommends reclassifications; responds to grievances and takes appropriate disciplinary action.
3. Assists the Police Chief in planning, organizing and directing the law enforcement and emergency management functions of the Police Department; acts as incident commander during emergency situations; assists with implementing policies, procedures, and agreements pertaining to departmental operations.
4. Provides input in developing and monitoring the department budget; reviews and approves requests for the purchase of goods and services according to policies and procedures.
5. Reviews parking appeals and provides appeal verdicts; manages, administers and maintains the parking permit system.
6. Investigates staff, faculty, student and citizen complaints concerning conduct of department employees; conducts background and sensitive internal investigations.
7. Leads police officers and community service officers in patrolling District buildings, parking areas and grounds to prevent theft or vandalism; prepares rollcall briefings and provides latest information on campus conditions and any crime trends/issues.
8. Maintains, analyzes, and evaluates correspondence and reports covering campus and department functions, including sex offender registrations, status of mandatory Peace Officer Standards and Training (POST) requirements, parking citations/appeals, and overnight activity logs.
9. Coordinates the department's Field Training Program, Firearms and Range Qualification, Dispatch Communications Training Program, and Parking Enforcement/CSO training.
10. Oversees the use of the California Law Enforcement Telecommunications System (CLETS), the Criminal Justice Information Center (CJIC) information system, and Computer-Aided Dispatch system; oversees departmental compliance with property and evidence statutes set forth in the CA Evidence Code.
11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of police administration, criminal justice, patrol operations, investigations, the collection/preservation of evidence, and crime prevention.
2. Laws, rules and regulations pertaining to the functions of the District Police Department including laws of search and seizure, arrest, legal rights of citizens, and court procedures.
3. Principles and methods of community policing.
4. Critical incident management.
5. Response techniques for natural disasters, active shooters and other emergencies.
6. Principles of planning and organizing.
7. Recordkeeping, evidence and report-writing methods.
8. Federal, state and other applicable laws and regulations and District policies and procedures governing public safety and law enforcement including applicable sections of the California Education Code, Title 5, and the Family Educational Rights and Privacy Act (FERPA).
9. Theories and techniques of negotiation, mediation and conflict resolution.
10. Budget preparation and monitoring procedures.
11. Principles and practices of effective management and supervision.
12. Principles, practices, methods and techniques of program, administrative and organizational analysis, and planning and management applicable to assigned area.
13. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
14. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, assign and review work completed by department staff.
2. Meet standards specified by the Commission on Peace Officers Standards and Training (P.O.S.T.).
3. Train, supervise, discipline, and evaluate personnel.
4. Analyze situations accurately and determine appropriate actions in emergency situations.
5. Enforce laws, rules, and regulations and conduct investigations.
6. Administer first aid and CPR.
7. Interpret, apply, and explain laws, ordinances, rules, regulations, policies and procedures.
8. Present solutions to management with confidence and effectiveness.
9. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
10. Build and foster knowledgeable, cohesive and effective work teams.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree from an accredited institution in criminal justice, public administration, criminology, business, management, communications, psychology, or a related field, and successful training in law enforcement by a recognized academy.
2. Five years of increasingly responsible experience as a police officer with a P.O.S.T.-certified California law enforcement agency, including at least one year of supervisory experience.
3. A California P.O.S.T. Supervisory certificate and successful completion of the P.O.S.T. management course within the mandated time limit set forth by P.O.S.T.
4. CPR certification.
5. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees occasionally work near moving mechanical parts; in high, precarious places; and with explosives and are occasionally exposed to wet or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold or heat, and vibration. The noise level in the work environment is usually moderate. The incumbent may be exposed to life-threatening situations with the potential use of deadly force against another.

Physical Demands:

While performing the duties of this class, employees may work both indoors and outdoors; may require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, smelling, and observing details at close range; finger dexterity and repetitive motions; constant operation of a computer and other communication and office equipment; and may move or lift up to 50 pounds and up to 100 pounds with assistance.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-20

EEO Category: 2B1- Executive/Administrative/Managerial