

**Police Lieutenant (EXTENDED)**  
**State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=248314>

Downloaded On: Nov. 13, 2024 4:21am

Posted Nov. 6, 2024, set to expire Nov. 18, 2024

<b>Job Title</b>	Police Lieutenant (EXTENDED)
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Nov. 6, 2024
<b>Application Deadline</b>	11/18/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Public Safety
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5784123">https://apptrkr.com/5784123</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Police Lieutenant (EXTENDED)**

**Salary:** \$127,180.00 - \$156,415.00 Annually

**Location:** District Operations - Fresno, CA

**Job Type:** Permanent

**Division:** DO Operations

**Job Number:** 2024078

**Closing:** 11/18/2024 11:59 PM Pacific

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### **General Purpose**

Applicants must have a demonstrated commitment to policing with a guardian versus warrior mindset; must adhere to community policing principles and evidence-based policing principles; and must demonstrate a commitment to diversity, equity, and inclusion principles.

Under direction, plans, organizes, supervises, and participates in the operations of Police Department staff including crime prevention, patrol, property protection, criminal investigations, dispatch, training, and parking and traffic operations; coordinates public safety activities with other district departments; maintains and reviews records, reports and statistics; provides highly responsible and complex staff assistance to the Police Chief and assumes full command responsibility for the department in the absence of the Police Chief; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, manages, integrates and evaluates work of the sworn and non-sworn Police Department staff; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.
- Manages the performance of assigned staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes compensation recommendations; responds to grievances; approves overtime/compensatory time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements; performs other activities relevant to supervision of assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.

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- Interprets, applies and ensures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
- Plans, coordinates, assigns and participates in District police functions and operations including patrol of all campuses, law enforcement, crime investigation, traffic/parking management and enforcement, emergency preparedness and response, preparation and maintenance of police records and related support services.
- Assists the Police Chief with the planning, organization and evaluation of all Police Department operations and ensures compliance with all regulations of the California Commission on Peace Officers Standards and Training (POST) for all sworn personnel; implements and monitors administrative controls and coordinates inspections and audits to ensure conformance.
- Monitors and directs responses to calls for police service, issues citations, makes arrests and personally supervises the more critical situations or investigations; responds to emergency medical calls and administers First Aid and CPR/AED; oversees crime scene management and assumes incident command responsibilities for critical incidents as necessary; completes all necessary forms and reports.
- Coordinates with other agencies on critical and complex matters and mutual assistance; directs the investigation of major crimes in coordination with other police agencies; serves as a member of law enforcement committees, boards and ad hoc groups.
- Oversees parking and traffic enforcement operations, parking permit dispensers, the parking monitoring system and technology-based parking enforcement system.
- Conducts complex criminal or highly confidential personnel investigations; interfaces with other District personnel and departments to gather information necessary for investigations.
- Evaluates the impacts of current and proposed changes in laws, reporting regulations and policies and procedures and makes recommendations as appropriate; performs, prepares and presents program reviews and unit reviews.
- Prepares, reviews and analyzes crime data and statistics, CLERY Act-mandated reporting, brochures and information; analyzes data and identifies additional departmental needs.
- Assists with the development and implementation of department emergency preparedness, terrorism response and disaster management plans/programs and training; in coordination with District and campus administration, ensures District-wide compliance with federal, state and local mandates for emergency management; activates sections of the emergency plan when necessary.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

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## **OTHER DUTIES**

- Meets with students and citizens on departmental matters; performs a variety of community outreach duties; may act as a department spokesperson to the media.
- Participates in developing multi-year plans for equipment purchases; oversees the department's cash handling, grant funding and related fiscal matters and ensures compliance with District policies and state and federal laws, rules and regulations.
- Oversees required training of police personnel in compliance with local, state, and federal law including the California Education Code, POST and training mandates.
- Attends and participates in criminal hearings and trials.
- Performs related duties as assigned.

## **Employment Standards / Minimum Qualifications**

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### *Knowledge of:*

- Principles, practices and techniques of police administration, criminal justice, investigation, police patrol and crime prevention.
- Principles, practices and methods of community policing.
- Disaster preparedness and terrorism response strategies and tactics.
- Principles and tactics for incident-specific deployment of police personnel.
- Critical incident management practices.
- Federal, state and local laws, policies and directives applicable to areas of responsibility including National Institute Management System (NIMS), FCC and HIPAA requirements.
- Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title IX, Violence against Women Act and associated regulations.
- Applicable sections of the California Education Code.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic planning.

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- Basic principles and practices of organizational improvement and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

*Skills and Abilities to:*

- Plan, organize, lead, supervise and evaluate the operations and activities of staff engaged in law enforcement and police administrative functions.
- Interpret and explain law enforcement policies and procedures.
- Exercise judgment, discretion and decision making in emergency situations, under tight deadlines and in crisis situations.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Communicate tactfully, respectfully and effectively with staff, faculty, students and the public, both orally and in writing, in a manner consistent with the department's policing and customer service policies.
- Continuously pass POST-approved background investigations, medical examinations and psychological examinations.
- Work collaboratively with District managers and provide expert advice and counsel to develop solutions to complex issues.
- Represent the District effectively in dealings with other law enforcement agencies, community and business organizations, the media and the public.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, orally and in writing.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Operate a computer and use standard business software.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE**

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Graduation from an accredited college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a related field, and six years of sworn police experience including two years of supervisory-level experience; or an equivalent combination of training and experience. Experience in a college or university setting is preferred.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Supervisory and Advanced POST certificates or POST exemption are required.

Complete a POST Campus Law Enforcement Course within one year of the date of hire;

Management POST Certification must be obtained within two years of appointment.

Valid First Aid and CPR/AED certification.

ICS/NIMS (Incident Command Systems/National Institute Management System) 100/200/400/700 is desired.

Successful completion of a POST-approved comprehensive background investigation is required, including a review of employment history, criminal conviction record, credit history, use of intoxicants and/or other controlled substances.

Applicants must pass a medical and psychological examination.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical Demands*

While performing the duties of this job, the employee must maintain POST and department physical fitness and weight requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run, operate motor vehicles and equipment and physically detain and apprehend suspects. The employee must be able to lift, carry or drag up to 100 pounds and occasionally up to 165 pounds.

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Specific vision required for this job include 20/70 uncorrected, correctable to 20/30 and normal color vision. Hearing must be within normal range.

*Mental Demands*

While performing the duties of this class, employees are regularly required to use 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 under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

**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 work primarily under typical office conditions and as needed in an outdoor environment with exposure to noise and outside weather conditions, biological hazards and disease/infestations. Work involves potentially dangerous situations and exposure to disturbing or traumatic events. Work involves situations that may require the supervision or control of persons who may become physically violent or combative.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**Assessment Process**

**APPLICATION SUBMISSION**

To move forward in the selection process, you must complete an online application through our website at: <http://www.schooljobs.com/scccd>. Please attach to your application a copy of your degree or transcripts (must include the date when the degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in place of a completed application.

**ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.**



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When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

### **APPLICATION REVIEW AND ASSESSMENTS**

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include an oral assessment (50% weight) and a performance (50% weight). Passing score is 75% out of 100% on each examination section.

**ASSESSMENTS TENTATIVELY SCHEDULED AS FOLLOWS:**

**PERFORMANCE ASSESSMENT: NOVEMBER 25, 2024**

**ORAL ASSESSMENT: NOVEMBER 25, 2024**

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

### **ELIGIBILITY LIST**

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a districtwide Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies for at least six months. The current vacancy is at the District Office.

**PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

**ACCOMMODATIONS**  
Individuals with disabilities requiring reasonable accommodation in the selection process must inform



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the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

**SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4683886/police-lieutenant-extended>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

State Center Community College District

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