

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Police Lieutenant	REPORTS TO:	Chief, Police Services
DEPARTMENT:	Police Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	031 School Police Supervisors'
REVISED:	April 28, 2010		

BASIC FUNCTION:

Assist in planning, developing, implementing, and directing all security plans and programs for the district; organize, supervise, and evaluate the work of both law enforcement and non-law enforcement personnel.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Serve as a peace officer of the State of California as authorized by Section 830.32 of the California Penal Code and Section 38000 of the California Education Code. **E**

Assist in planning, developing, organizing, directing, and implementing all department activities. **E**

Ensure compliance with all Federal, State, and local laws, standards, and regulations related to the operation of a fully accredited P.O.S.T. law enforcement agency. **E**

Maintain current knowledge of all applicable provisions of law affecting activities of the department. **E**

Organize, supervise, and evaluate the work of both law enforcement and non-law enforcement personnel. **E**

Assume primary responsibility for all criminal, non-criminal, and internal investigations; maintenance of records, including routing, filing, and distribution of crime reports; fleet purchases and maintenance; and all activities related to Live Scan fingerprinting operations in conjunction with Federal and State Department of Justice standards. **E**

Plan, direct, and lead all activities related to crime analysis. **E**

Prepare, organize, supervise, and manage all activities related to Federal and State grants. **E**

Oversee and maintain compliance with department budget; analyze financial data; assist in the control and authorization of expenditures in accordance within established limitations. **E**

Oversee district patrol activities including fire and intrusion alarms. **E**

Work with site administrators to provide on-site security services and coordinate department activities with school administrators. **E**

Review existing and pending legislation related to school safety and law enforcement matters and make recommendations. **E**

Coordinate school police services with the San Diego Police Department and other public safety agencies, including local courts and prosecuting offices. **E**

Represent the district and department at meetings and on local and state committees. **E**

Develop, revise, and interpret district security policies and procedures for staff and public. **E**

Attend and participate in legal hearings and trials. **E**

Present programs related to school safety for pupils, community groups, and district staff. **E**

Coordinate activities related to Peace Officer Standards and Training (P.O.S.T.). **E**

Participate in screening, hiring, assigning, and evaluating department staff. **E**

Participate and lead others in conducting difficult, sensitive, and confidential investigations. **E**

Operate standard office equipment, including microcomputers and related software applications; operate electronic equipment related to law enforcement and security services. **E**

Assume administrative responsibility for the department in the absence of the director. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with an AA degree including coursework in police science, criminal justice administration, and criminology, and six years of recent, full-time, paid, directly related law enforcement experience, including at least three years of law enforcement supervisory experience. Assignments must have included investigative duties in internal affairs and crimes against persons and property. Additional experience in patrol, traffic, records, juvenile division, community relations, and intelligence work is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Valid California Advanced Peace Officer Standards and Training (P.O.S.T.) Certificate.

Must be qualified to render basic first aid.

Existing law requires United States citizenship.

Prior to appointment, State law requires the successful passing of a thorough background check, including polygraph, chemical substance and medical testing, and psychological testing.

Must maintain firearms qualification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Law enforcement procedures, including criminal investigative techniques.

Criminal, civil, and administrative court hearing procedures, including laws related to discovery and evidence.

Federal, State, and local laws and ordinances.

Laws related to criminal records, including storage, retrieval, and distribution.

Technology related to law enforcement and security services, including alarms, cameras, radios, phones, and computers.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Develop, plan, direct, and implement a wide range of activities related to school safety, security, and law enforcement activities.

Supervise, train, and evaluate the work performance of law enforcement and non-law enforcement personnel.

Establish and maintain effective working relationships with pupils, staff, law enforcement agencies, media, and the public.

Communicate effectively orally and in writing.

Apply budgeting principles and procedures.

Assume responsibility and make sound decisions under stressful conditions.

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work.

Meet schedules and time lines.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school site settings; driving a vehicle to conduct work; contact with dissatisfied or abusive individuals.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to read and prepare reports; sitting or standing for extended periods of time; dexterity of hands and fingers to operate standard office and law enforcement equipment; lifting light objects.

NOTE: Salary grade includes P.O.S.T. certification incentives.

Revised 08/05/08

Job Code 8721

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