

**Stanford University Department of Public Safety
Position Description**

Position Title	Police Lieutenant
Job Code	8862, salary grade K
Status	Exempt, 100% FTE
Reporting	Reports to the Director of Public Safety or a Police Captain

Position Description

Lieutenants perform middle management work comprised of leadership, management, supervisory and administrative functions. They manage teams of people; directly supervise Police Sergeants, non-sworn supervisors, line personnel (in the absence of a Sergeant); work independently to complete tasks and projects; and, in the absence of a higher-ranking officer, act as the Commander for the department. Lieutenants are expected to work closely with their department peers, including civilian staff, to effectively manage the day-to-day operations of the department and contribute to the long-term development of the organization. Additionally, Lieutenants are expected to work collaboratively and effectively with university staff to ensure the safety and security of the campus and those who work and reside on campus. The latter requires an understanding and appreciation of the university culture and operations.

A Stanford Department of Public Safety Lieutenant must possess, maintain proficiency with, and exercise the knowledge, skills and abilities necessary to directly lead and manage personnel and teams; develop and implement assigned and self-initiated projects and programs; and perform law enforcement / public safety functions. Recognizing that public safety is an evolving profession, persons holding the rank of Lieutenant must be able to respond to technological, political and social changes. Accordingly, the job responsibilities of a Lieutenant will change over time and the elements contained within this job description are subject to modification.

At the discretion of the Director of Public Safety, Lieutenants will be assigned to manage various units and these assignments will rotate. Current units include: Patrol, Investigations and Records, Parking Enforcement, Special Events, Logistics, Support Services, Administrative Services and Business Operations. Regardless of the specific assignment, Lieutenants are responsible for establishing and monitoring individual and group performance goals and objectives on regular and consistent basis. A Lieutenant may be assigned to investigate complaints against officers or civilian employees and to report their findings to the Director. Providing guidance, support or discipline, as appropriate, is a key function of this position.

As a peace officer, Lieutenants will be exposed to potentially dangerous and adverse working conditions during the course and scope of their work. Lieutenants must be willing and able to work in emergency situations, confined spaces, and intense life-threatening conditions. They will be exposed to persons whose actions may place the officer in harm's way as well as bodily fluids, fumes, moving objects, and noise. Successful candidates must be physically able to work in circumstances requiring running, jumping, walking, crawling, kneeling, climbing, stooping, pulling and moderate lifting. Lieutenants must be willing and able to work in inclement weather conditions and able to work irregular work hours and able to work all shifts.

Some of the required law enforcement related knowledge and skills include: a working understanding of pertinent federal, state, and local laws, codes and regulations, including laws governing the apprehension, arrest, and custody of persons who are believed to have committed violations of the law; rules of evidence pertaining to search and seizure and the preservation of evidence in traffic and criminal cases; proper use of force and techniques and applications of self defense; the use, operation, and maintenance of police equipment (*including, for example, a police radio system*), vehicles and tools (*including a variety of firearms*); department policies and procedures; and institutional policies and procedures (such as General Orders and the Stanford Administrative Guide).

Lieutenants are integral to the department's overall emergency response efforts. SUDPS personnel are considered "essential" or "required" University personnel and shall respond to campus when directed to do so, even with little advanced notice. Lieutenants carry a department issued cell phone when on and off-duty and are expected to answer or return calls within a 20 minute time frame even when off-duty. Compensation for this responsibility is incorporated into the base salary for this position.

Distinguishing Characteristics

Positions in this class perform management and supervisory functions in addition to carrying out routine law enforcement and public safety activities. Lieutenants may be assigned to oversee and manage any division or group within the department. This class is distinguished from that of SUDPS Sergeant in that the latter has responsibility for a broader field of activity and a broader scope of authority to act on behalf of the department.

JOB RESPONSIBILITIES

Duties may include, but are not limited, to the following:

Leadership

- Promote and model the department's Core Values, R.O.O.T.S. philosophies and department/university performance and behavioral standards.
- Motivate and inspire others to model the department's Core Values, R.O.O.T.S. philosophies and department/university performance and behavioral standards.
- Motivate, inspire and mentor others to accomplish departmental and individual objectives.
- Work ethically and collaboratively with others to accomplish the fundamental public safety mission of the department.

Management and Supervision

- Establish and document performance objectives for assigned sworn and non-sworn personnel and teams. Routinely monitor progress towards the achievement of individual and team objectives. Meet with assigned personnel no less than once a month to review fulfillment of basic job responsibilities and progress towards identified goals. Assess the skill sets of individual employees; identify areas of interest, strengths and areas for improvement. Facilitate the creation of individualized goals designed to develop the employee in identified areas.
- Prepare performance reports and conduct performance appraisals for assigned personnel. Review the performance evaluations prepared by Sergeants/supervisors of their assigned personnel; provide feedback and guidance to supervisors on performance issues of line personnel in order to facilitate an appropriate plan of action.
- Monitor and review shift activities in order to ensure that sworn officers and, when applicable, non-sworn personnel, are properly enforcing local and state laws, issuing citations and making arrests, detaining and interviewing suspects, participating in community outreach and generally conducting themselves in accordance with the department's behavioral and performance standards including those outlined in the department's General Orders, procedure manuals, and the university's Administrative Guide. Address training, behavioral and performance issues in a timely manner. Provide guidance, support or discipline, as appropriate.
- Facilitate the identification of current campus trends and issues; encourage supervisors to modify objectives and enforcement based on community needs.
- Determine ways to increase the effectiveness and efficiency of department functions. Identify ways in which to improve business operations and propose solutions to identified problems; teach those in the unit the skill of problem identification and proposing solutions.
- Ensure assigned supervisory staff establish individual and team objectives; routinely monitor the progress of the achievement of individual and team objectives; and meet with their assigned personnel no less than once a month to review fulfillment of basic job responsibilities and progress towards identified goals.
- Identify training and development opportunities for personnel through work assignments. Understand and manage the balance between the imminent needs of the shift and individual development opportunities.

- Assist Sergeants, line personnel, and non-sworn supervisors in the development of plans and programs to address / respond to campus concerns and, in the process, promote the career development of subordinates.
- Maintain an awareness of the on-duty resources and personnel who are available in order to be able to coordinate an effective response to a critical incident.
- Respond to all serious incidents and crimes which occur during the shift and, if appropriate, assume scene responsibility. Notify the Director of Public Safety of serious and high-profile incidents. Activate the AlertSU system in accordance with departmental procedures.
- Review, edit and approve projects and reports generated by assigned personnel.
- Utilize effective time management techniques in order to ensure personnel, team and individual assignments are completed in a timely manner.
- Debrief major incidents with personnel as a learning/development tool in order to clarify both the positive and negative actions and identify appropriate actions for future incidents.
- Investigate employee complaints, infractions of rules and regulations, and recommend appropriate action.
- Manage a variety of programs including: the department's Field Training Program, the department's behavioral threat assessment program; the department's emergency management program, and the university's Clery Compliance program.

Administration

- Produce written documents and presentation materials that have been well thought out and researched.
- Complete assigned and self-initiated projects in a timely manner. Projects might include researching best practices, revising a policy or procedure, writing a job description, and reviewing or recommending a new program.
- Participate in the selection and hiring of department personnel.
- Review department and unit materials, procedures, operating orders, etc...to ensure they accurately reflect current practices.
- Facilitate the university's and department's compliance with the Clery Act.

Law Enforcement

Perform the same duties and responsibilities as a Police Sergeant including, but not limited to:

- Maintain the peace through the effective use of diplomacy, affecting arrests and issuing citations, and controlling violent persons all in accordance with the law.
- Exercise sound judgment and rational thinking under dangerous and stressful conditions; think clearly and act quickly in a variety of situations.
- Interpret, apply, and make decisions in accordance with applicable federal, state and local policies, laws and regulations.
- Properly and effectively use firearms and other police equipment and vehicles; meet weapons qualifications for pistol, shotgun, rifle, baton and other weapons as required; meet emergency vehicle operations qualifications; meet department, county and state requirements for peace officer training and general university employment conditions.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public in a timely manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Keep sensitive information strictly confidential at all times.
- Provide CPR / First aid in accordance with training.
- Implement the Incident Command System during a major incident

Additional Duties and Responsibilities

- Teach training classes, conduct meetings and staff briefings.
- Represent the department and the university at meetings and conferences.
- Provide support to other departmental divisions, as needed.
- Identify risks to individuals, the department and the university, develop and implement mitigation steps and strategies.
- Ensure the workplace promotes equal employment opportunities.

- Carry a department issued cell phone or pager and return calls within 20 minutes.
- Respond to critical situations, even when off-duty, and sometimes with little advanced notice.
- **Weekend, shift and holiday work is required.**
- Other duties as assigned.

Employment Standards

Successful candidates for the position of Lieutenant must possess the following qualifications and/or skills:

Knowledge of:

- Principles of organizational dynamics, management, training and progressive discipline.
- Federal, State, and local laws and ordinances including those pertaining to search and seizure, rules of evidence, interviewing of suspects, court procedure, criminal law, laws of arrest, and laws governing the care, custody and control of prisoners.
- Investigative procedures, methods and techniques, including preserving crime scenes, identifying the elements of a crime, preserving evidence, obtaining statements, and provisions of the Peace Officer Bill of Rights.
- Department policies and procedures, including the General Orders; university policies and procedures, including but not limited to the Administrative Guide; and the provisions outlined in the collective bargaining agreement between Stanford University and the Stanford Deputy Sheriff's Association.
- The Incident Command System.
- Self defense, officer safety and crowd control tactics.
- Techniques to develop and promote teamwork.

Ability to:

- Effectively plan, organize, coordinate, direct, set goals and manage a diverse work force.
- Interpret, convey and ensure implementation of agency policies, procedures and methods; ensure that personnel have clear guidelines of authority and responsibility.
- Establish and maintain effective community and public relations within a culturally diverse population; ability to work well with Stanford colleagues, clients, and external organizations.
- Teach, supervise and develop mentoring relationships with sworn and non-sworn personnel.
- Communicate effectively both orally and in writing; develop and present information to groups.
- Work both independently and as part of a group, maintaining effective interpersonal working relationships both within and external to the department.
- Use sound judgment and independence in determining priorities.
- Assimilate and understand information in a manner consistent with the essential job functions.
- Work in fast-paced environment and complete work in a timely and accurate manner.
- Carry out advanced law enforcement functions such as reviewing investigation crime reports, interviewing individuals, reviewing citations, and managing crowds.
- Investigate complaints, infractions, violations of department or university policies, procedures and standards.
- Take appropriate actions in emergency and stressful situations.
- Perform law enforcement specific duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, walking, crouching or crawling during emergency operations moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.
- Maintain mental capacity which allows the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action, and demonstrate intellectual capabilities during training and testing processes.
- Use computers and supporting applications.

Personal Characteristics

- Desire to motivate and inspire others to achieve performance goals and objectives.

- Willingness to promote and personally model high ethical standards, integrity, dependability and the department's Core Values.
- Conscientious, self-motivated and driven.
- Mature response to challenges and setbacks; emotional control, including under stressful conditions.
- Demonstrated commitment to personal responsibility and value of safety; communicate safety concerns; use and promote safe behaviors based on training and lessons learned.
- Receptive to feedback; flexible and adaptable.
- Commitment to the development of personnel and the department.
- Remain compliant with California Vehicle Code and Stanford University's driving requirements.
- Acceptance that one's behavior off-duty impacts one's on-duty credibility and ability to function effectively; in the event an officer's off-duty conduct is determined through a department investigation to have violated department policies and procedures governing behavior, the officer may be subject to discipline, up to and including termination.

Physical Requirements

- Ability to pass a physical demands test relevant to the job requirements.
- Maintain and retain minimal peace officer status requirements to perform job duties (e.g., arrest and control techniques, defensive tactics, high speed driving under stressful conditions, and proficiency with a variety of firearms).
- Must be able to affect arrests, including subjects who may resist or attempt to flee.
- Must be able to wear personal protective equipment related to job duties including a duty belt (approximately 40 pounds); during special operations wear or carry other police equipment weighing up to an additional 40 pounds. Ability to wear and breathe through a full face piece, negative pressure, air-purifying respirator (per Cal/OSHA 8 CCR Sec. 5144, a medical clearance, fit-testing and training are required for personnel who are required to wear such respirator) and the ability to wear and breathe through a particulate mask (currently a N-95 mask).
- Vision not less than 20/100 in each eye; correctable to no less than 20/30 in each eye; without functional color blindness or impairment.
- Constantly lift, carry, push, and or pull objects that weigh 11-20 pounds.
- Frequently stand, walk, sit, and perform desk-based computer tasks. Tasks may require grasping and/or fine manipulation, and the operation of foot and/or hand controls.
- Occasionally writing by hand.
- Rarely kneel, crawl, climb (ladders, scaffolds, other), reach/work above shoulders, grasp forcefully, use a telephone, sort/file paperwork or parts, scrub/sweep/mop, lift /carry/push/pull objects that weigh >40 pounds, use a respirator.

Working Conditions

- Work in emergency situations, confined spaces, intense life-threatening conditions, and inclement weather conditions.
- May have exposure to dangerous persons, firearms, bodily fluids, fumes, moving objects, and noise.
- Work irregular work hours, including overtime and holidays.

Work Standards

- When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements.
- Interpersonal skills: demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable Department and University policies and procedures, including but not limited to the personnel policies, general orders and other policies found in the university's Administrative Guide.

Minimum Education and Experience

- Successful completion of a basic Peace Officer Standards and Training (POST) certified police academy or successful completion of the California (POST) Basic Course Waiver process.
- Bachelor's degree from an accredited college or university and five years of satisfactory, continuous, and recent experience as a sergeant or higher rank at a California law enforcement agency, or an equivalent combination of education and experience.

Minimum Knowledge, Skills and Abilities Required

- Meet all required all minimum standards prescribed in Government code sections 1029 and 1031, including a psychological evaluation, polygraph examination, fingerprinting, background investigation, and medical/physical examination.
- Advanced interviewing, interrogation and observation skills.
- Maintain proficiency and training requirements mandated by department, university, Peace Officer Standards and Training, or county sheriff's office.
- Possess knowledge, skills and abilities qualifications at the levels of Sergeants.
- Supervisory and leadership skills.

Special Requirements

- Possess and maintain a valid California Driver's License and an acceptable driving record.
- Not be in violation of Brady v. Maryland 373 U.S. 83 (1963).
- Ability to accommodate schedule adjustments in order to meet staffing and supervision needs.
- Willingness to respond to emergency and critical conditions and to work special events on scheduled days off or after regular shift hours, sometimes with little or no advance notice.

SELECTION PROCESS (specific order of the process is subject to change)

- Application
- Personal History Statement(PHS)
- Oral Board Interview with department and university personnel
- Background investigation, including a polygraph examination
- Medical/Physical Demands Exam
- Interview with the Director of Public Safety
- Approval by the Sheriff of Santa Clara County
- If applicable, deputization by the Santa Clara County Office of the Sheriff

** Stanford Department of Public Safety does not pay the candidate for travel expenses associated with testing / interviewing, unless otherwise indicated by the department at the time of call for interview.*

** Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.*

Applicants with previous Stanford Department of Public Safety experience are strongly preferred.

The Stanford University Department of Public Safety is currently accepting applications for the position of Police Lieutenant. Interested candidates should apply online at <http://stanfordcareers.stanford.edu> Job Search: Lieutenant or Job # 85518

For additional information please visit our department website at <https://police.stanford.edu> or email recruiter Robert Contreras at robert2c@stanford.edu