Police Lieutenant

**Job Family:**
Environmental Safety & Police Services

**Sub Family:**
Police

**Career Track and Level:**
M 2

**Job Code:**
ENVSAFSECPOLM2

**Job Series:**
25316

**FLSA Category:**
NON-EXEMPT

**Job Family**

**Environmental Safety & Police Services:** Maintains a safe and secure University campus. Monitors and mitigates potential risks to the campus. Conducts daily patrols of campus. Responds to disturbances. Enforces University rules and local, state, and federal laws. Develops health and safety procedures to ensure the well-being of the University community and visitors. Develops and implements recycling and sustainability programs. Directs transportation and parking services.

**Sub Family**

**Police:** Protects university students, employees, and property from any preventable harm or danger. Engages in a variety of police activities such as patrolling, investigation, law enforcement, crime prevention and detection.

**Job Responsibilities**

- Supervises department personnel to ensure compliance with laws, standards, policies, and procedures. Prepares employee performance evaluations.
- Plans, assigns, and reviews work, evaluates performance, recommends disciplinary action, and provides training and special instruction to personnel.
- Assists in development and implementation of policies and procedures.
- Performs a variety of routine and non-routine administrative duties, as assigned.
- Represents the department and University in internal and external settings, as assigned.
- Performs law enforcement duties, including but not limited to, enforcing laws, rules, regulations, issuing citations, making arrests, and conducting investigations.
- Plans and coordinates police support for special events, as assigned.
- Performs other duties as assigned.

**Role**

- Responsible for planning and overseeing diverse activities within a planning unit or functional area of the institution. Typically directs significant programs and operations through subordinate managers and professionals.
- Sets strategies and objectives that align with the overall strategy of the University.
May contribute to University strategy development. Accountable for managing and communicating long-term direction and achieving broad strategies within the functional area.

**Impact and Complexity**

- Situations require analytical or evaluative thinking. There are significant intangibles or uncertainties.
- Coordinates and integrates diverse activities within a planning unit or functional area. Develops and manages budgets and business plans.
- Breaks down University and planning unit strategies into meaningful strategies and goals that affect the work activities and performance of one or more departments. Oversight is limited to special situations requiring advice or joint problem solving. Departs from standard protocols and methods in order to address unique and complex problems. Work significantly impacts the results of the planning unit.

**Requirements**

Seasoned knowledge and expertise in theories, concepts, and practices of environmental health and safety or related field as well as management or leadership experience typically obtained through a Bachelor’s degree in environmental health and safety, business administration or related field and a minimum of 6 years of professional experience including experience managing a team of professional employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*