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| Employee Name: |  | Fresno State ID # |  |
| Classification: | Administrator II – P056 | Working Title: | Police Lieutenant |
| Prepared By (MPP/Chair): | Chief of Police | Department: | Police |
| Bargaining Unit: | M80 | FLSA Status: | Exempt | Date Prepared: | 10/2024 |

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| **POSITION DESCRIPTION** |

**Overview:**

The position of Police Lieutenant, under the general supervision of the Chief of Police, will provide administrative and management support to the Fresno State Police Department. The Lieutenant will provide leadership, management, and supervision to the various units within the Fresno State Police Department and liaison with all external agencies and public assistance services. In the absence of the Chief of Police, they may serve as the head of the Fresno State Police Department.

**Major duties of the job include:**

Primary Duties of the Lieutenant include the following:

* Develop, maintain, and manage an efficient user-friendly parking system that will accommodate future growth and mitigate congestion.
* Establish office goals and objectives consistent wit4 university mission and goals.
* Work cooperatively with Student Affairs and other divisions to plan and implement on­ campus transportation of individuals with special needs.
* Provide oversight and direction to office personnel to ensure that they are working to meet office goals and objectives.
* Provide parking officers and non-line personnel guidance and support in developing knowledge and skills needed to effectively deliver parking programs and services.
* Implement staff training plans to increase functional knowledge to improve support and ensure cross training occurs.
* Develop expectations and organizational roles/responsibilities to assure the parking operations work is done effectively and efficiently.
* Effectively plan and implement parking regulations on campus.
* Work cooperatively with University departments and auxiliaries to plan for and implement event parking; anticipate special needs as circumstances may warrant.
* Administer fines and fees processes, including trust accounts and related personnel.
* Oversee, monitor, and account for parking permit process.
* Ensure the university's administrative review process is in compliance with all laws and regulations of all state, federal, CSU and alternative transportation regulations.
* Develop and implement visitor parking program, policy, and regulations.
* Establish budgetary objectives and ensure such objectives are met.
* Serve on the Campus Planning Committee.
* Serve as department representative in city, county state and federal transit planning as designated by the Chief.
* Maintain data required by the university, state, and local agencies.
* Meet with individuals regarding parking citations and other parking related issues.
* Requisition necessary equipment.
* Administer hearing officer program.
* Other duties as assigned.
* Manage and supervise law enforcement and non-sworn leads of the Fresno State Police Department.
* Manage and supervise personnel assigned to the Parking Enforcement Program.
* Manage and supervise Technical Services Manager.
* Manage and supervise Dispatch.
* Assist with development and monitoring of the budget process and resources.
* Identify and manage personnel training needs.
* Conduct performance evaluations of subordinate personnel.
* Research, develop, and manage special projects.
* Chair or participate on committees as assigned.
* Provide management oversight of the department records.
* Maintain data as required by the University, Federal, State, or local agencies.
* Perform administrative, management, and supervisory duties as required or directed.

**Secondary duties of the job include:**

* Uphold the Law Enforcement Code of Ethics and maintain a high standard of Integrity.
* Assist the Chief of Police to ensure the efficient and effective operation of the Fresno State Police Department.
* Assist in the development and implementation of goals and objectives, guiding policies, and procedures for the police department.
* Represent the Chief of Police on matters to the University Administration as assigned.
* Establish, foster, and conduct positive relationships with the University and external communities.
* Demonstrate a strong commitment to the challenges of managing police operations in a highly diverse ethnic, cultural, and socio-economic community.
* Challenge the future through creative thinking and ideas.

Supervisory Responsibility:

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| Who Supervises/leads this Position: | Chief of Police |
| Who is Responsible for completing the Performance Appraisal: | Chief of Police |
| What other classifications does this position supervise or provide lead, work oversight: | Assigned sworn and non-sworn staff |

**Minimum Requirements: Knowledge, Skills, and Abilities:**

Must have working knowledge of:

* The principles and practices of leadership, motivation, team building, conflict resolution supervision, training, personnel management, and budgeting.
* Law Enforcement methods and procedures (Community Oriented Policing and Problem Solving).
* Criminal codes and laws.
* Planning and coordinating special events, inclusive of dignitary protection, and administering state-wide emergency planning protocols.
* Modern law enforcement theory, methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignments.
* Experience with office automation (Word, Excel or similar software applications, email, and internet usage).

Ability to:

* Perform the full range of Peace Officer duties.
* Understand and interpret the rules and regulations of the Police Department, University policies, City regulations and ordinances, State and Federal laws, and court decisions.
* Work alternative and flexible schedules with little or no notice, inclusive of weekends, evenings, holidays, or as needed.
* Work in a fast paced work environment, perform multiple tasks, and meet deadlines.
* Communicate clearly and concisely, orally and in writing.
* Analyze complex problems and situations promptly and adopt effective and reasonable courses of action.
* Demonstrate customer service orientation, provide ethical leadership and uphold ethical standards by setting an example and promoting the vision and goals of the organization in a focused and systematic manner.
* Oversee and participate in the management of the assigned unit and put acceptable management principals and supervision techniques into practice within the department.
* Participate in the development and administration of department goals, objectives, procedures, and make recommendations for improvements.

**Education and Experience:**

* Bachelor’s Degree.
* Internal California State University, Fresno Police Department candidates must, at a minimum, be serving in the capacity of Police Sergeant with three years of service.
* External candidates outside of the California State University, Fresno Police Department must, at a minimum, be currently serving or must have served in the capacity of a general law enforcement sergeant or higher with three years of service.
* Possess current California POST Supervisory Certificate.
* The ability, after employment, to satisfy requirements for a POST Management Certificate within two years of employment as outlined in Section F of the POST Administrative manual.
* Successfully pass POST-required background check as determined by Chief of Police and after contingent job offer pass POST base physical and psychological test.

**Preferred Skills:**

* Bachelor of Arts or Science degree from and accredited university in criminology or public administration.
* Knowledge of university academic and work environment.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

* The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](http://www.calstate.edu/eo/EO-1083.html) as a condition of employment.
* This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html) [Executive Order 1095.](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html)
* This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent of this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**SIGNATURES**

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

Print Name Signature Date

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| Employee: |  |  |
| Supervisor: |  |  |
| Appropriate Administrator: |  |  |

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| --- | --- | --- | --- |
| Employee Name: |  | Position: | Police Lieutenant |
| Department: | Police | Date Prepared: | 10/2024 |

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| **WORKING ENVIRONMENT** |

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

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| --- | --- | --- | --- | --- |
|  | Number of hours/day |  |  | Number of hours/day |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting |[ ] [ ] [x] [ ] [ ]   | 12. Lifting or carrying |[ ] [x] [ ] [ ] [ ]
| 2. Standing |[ ] [ ] [x] [ ] [ ]   | A. 10 lbs. or less |[ ] [x] [ ] [ ] [ ]
| 3. Walking |[ ] [ ] [x] [ ] [ ]   | B. 11 to 25 lbs. |[ ] [x] [ ] [ ] [ ]
| 4. Bending Over |[ ] [ ] [x] [ ] [ ]   | C. 26 to 50 lbs. |[x] [ ] [ ] [ ] [ ]
| 5. Crawling |[x] [ ] [ ] [ ] [ ]   | D. 51 to 75 lbs. |[x] [ ] [ ] [ ] [ ]
| 6. Climbing |[x] [ ] [ ] [ ] [ ]   | E. 76 to 100 lbs. |[x] [ ] [ ] [ ] [ ]
| 7. Reaching overhead |[x] [ ] [ ] [ ] [ ]   | F. Over 100 lbs. |[x] [ ] [ ] [ ] [ ]
| 8. Crouching |[x] [ ] [ ] [ ] [ ]   | 13. Repetitive use of hands/arms |[ ] [ ] [x] [ ] [ ]
| 9. Kneeling |[x] [ ] [ ] [ ] [ ]   | 14. Repetitive use of legs |[ ] [ ] [x] [ ] [ ]
| 10. Balancing |[x] [ ] [ ] [ ] [ ]   | 15. Eye/hand coordination |[ ] [ ] [x] [ ] [ ]
| 11. Pushing or pulling |[ ] [x] [ ] [ ] [ ]

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|  | Yes | No |
| 16. Driving cars, trucks, forklifts and other equipment |[x] [ ]
| 17. Being around scientific equipment and machinery |[ ] [x]
| 18. Walking on uneven ground |[x] [ ]

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| **MENTAL EFFORT** |  | **ENVIRONMENTAL FACTORS** |
|  | Number of hours/day |  |  | Number of hours/day |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others |[ ] [ ] [ ] [ ] [x]   | 1. Inside |[ ] [ ] [ ] [ ] [x]
| 2. Writing |[ ] [ ] [x] [ ] [ ]   | 2. Outside |[ ] [ ] [ ] [ ] [x]
| 3. Using math/calculations |[ ] [ ] [x] [ ] [ ]   | 3. Humid |[ ] [ ] [ ] [ ] [x]
| 4. Talking |[ ] [ ] [ ] [x] [ ]   | 4. Hazards |[ ] [ ] [ ] [ ] [x]
| 5. Working at various tempos |[ ] [ ] [ ] [ ] [x]   | 5. High places |[x] [ ] [ ] [ ] [ ]
| 6. Concentrating amid distractions |[ ] [ ] [ ] [ ] [x]   | 6. Hot |[ ] [ ] [x] [ ] [ ]
| 7. Remembering names |[ ] [ ] [ ] [ ] [x]   | 7. Cold |[ ] [ ] [x] [ ] [ ]
| 8. Remembering details |[ ] [ ] [ ] [ ] [x]   | 8. Dry |[ ] [ ] [ ] [ ] [x]
| 9. Making decisions |[ ] [ ] [ ] [ ] [x]   | 9. Wet |[ ] [ ] [x] [ ] [ ]
| 10. Working rapidly |[ ] [ ] [ ] [ ] [x]   | 10. Change of temp |[ ] [ ] [x] [ ] [ ]
| 11. Examining/observing details |[ ] [ ] [ ] [ ] [x]   | 11. Dirty |[ ] [ ] [x] [ ] [ ]
| 12. Discriminating colors |[ ] [ ] [ ] [ ] [x]   | 12. Dusty |[ ] [ ] [x] [ ] [ ]
|  |  |  |  |  |  |  | 13. Odors |[ ] [ ] [x] [ ] [ ]
|  |  |  |  |  |  |  | 14. Noisy |[ ] [ ] [x] [ ] [ ]
|  |  |  |  |  |  |  | 15. Working With others |[ ] [ ] [ ] [ ] [x]
|  |  |  |  |  |  |  | 16. Working around others |[ ] [ ] [ ] [ ] [x]
|  |  |  |  |  |  |  | 17. Working alone |[ ] [ ] [x] [ ] [ ]