

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

CAMPUS POLICE LIEUTENANT

FLSA STATUS: EXEMPT - PAY GRADE: 17-C

JOB FAMILY: PUBLIC SAFETY & POLICE

JOB FUNCTION: WORK FORCE SERVICES

GENERAL STATEMENT OF JOB

The Campus Police Lieutenant supervises public safety services College-wide to ensure a safe and secure environment for students, faculty, staff, and visitors. Oversees day-to-day operations and activities of the Campus Police Sergeants, Campus Police Officers, and Public Safety Officers. The Campus Police Lieutenant may be required to work various shifts including day, afternoon and evening hours as the College dictates and may be designated as "Essential Personnel" in times of emergency.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Analyzes schedules for College employed police/security personnel to ensure proper coverage and appropriate response for public safety concerns College-wide.

Develops and implements systems and procedures to ensure all College campuses are safe for students, faculty, staff, and visitors; takes appropriate measures to eliminate security and safety concerns.

Serves as the College Campus Police liaison between each campus and other appropriate staff; maintains working relationship with local law enforcement and emergency response agencies.

Provides Campus Police Sergeants with guidance regarding supervision and management of Campus Police/Security personnel. Makes recommendations to department leadership related to hiring, transfers, commendations, promotions, demotions, and discharge.

Plans and recommends training and development initiatives to ensure continuous professional development for staff.

Delivers and/or secures appropriate training sessions on safety and security topics at each campus location as directed.

Gathers data and prepares reports to ensure compliance with federal, state, local laws, and College administrative directives.

Supervises and performs law enforcement functions including arrest and transport activities; controls and monitors traffic flow; issues parking and uniform traffic citations; performs safety escort duties; and provides emergency medical care (first aid) to sick and injured persons.

Directs and conducts investigations of incidents, suspects, victims, witnesses, informants, or other persons to verify facts and obtain evidence; and testifies in court.

Performs other related duties, as required.

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SUPERVISION RECEIVED

Supervision is received from Assistant Chief of Police/Public Safety.

SUPERVISION EXERCISED

Supervision is exercised over part-time and/or full-time personnel as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or high school equivalency (GED) supplemented by five (5) years of related experience within law enforcement, public entity, or security field.

Licensing/Certification/Registration: State of Florida Law Enforcement Certification. Valid Florida Driver's License.

PREFERRED QUALIFICATIONS

Associate's degree from a regionally accredited institution of higher education Police/Public Service Supervisory experience may be substituted for an Associate's Degree.

Eight (8) years of full-time professional, progressively responsible work experience in law enforcement, security services, military police, and/or public safety management to include five (5) years full-time experience at the rank of Law Enforcement/Public Safety supervisor or equivalent or higher. Appropriate combination of education, experience, and/or certifications may be substituted.

First Aid, CPR, AED training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as traversing over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; and the operation of vehicles, office and police/security related equipment specific to the job.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions and make presentations in front of various group sizes.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

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Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating law enforcement equipment and supplies.

Manual Dexterity: Requires the ability to handle a variety of items such as law enforcement equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must possess good interpersonal public relations skills, enabling positive interactions with others. Must be adaptable to perform under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require exposure to extreme heat/cold or extreme weather conditions and/or exposure to strong odors and/or smoke and/or strong and/or toxic chemicals.

Effective: 7/25/23