

San Francisco State University

Police Lieutenant

Salary Range: \$10,300 - \$10,500/monthly

Classification: Management Personnel Plan/Administrator II

Job Opening ID: 9587

Time Base: Full-time

About the University:

San Francisco State University is an urban university granting bachelor's and master's degrees and serving a diverse student body of approximately 30,000 students and 4,000 faculty and staff employees. SF State is one of the largest campuses in the California State University (CSU) -- the largest system of higher education composed of 23 member campuses.

San Francisco State is a 100% Smoke/Vapor-Free Campus. Smoking or Vaping of any tobacco/plant-based substance is not permitted on any University properties.

Department Description:

The SF State University Police Department (UPD) is a law enforcement agency that provides comprehensive service and protection to the campus and its surrounding community 24 hours per day, year-round. UPD serves a diverse community that recognizes the importance of cultural and ethnic diversity. UPD is committed to protection of life, property, and equity in upholding the law and safeguarding individual rights. Student Affairs & Enrollment Management's (SAEM) vision is to inspire and develop leaders who will promote social justice and transform communities. SAEM supports educational equity by facilitating innovative programs, services and strategies designed to positively impact all students' success and progression toward personal and academic goals.

Position Summary:

Reporting administratively through the Office of the Vice President for Student Affairs & Enrollment Management (SAEM), the University Police Department (UPD) is comprised of the Operations Division, Services Division, and Emergency Operations Division that collectively provide twenty-four hours per day, year-round professional police and security services to the campus community, ensuring for a safe and professional environment. The Operations Division is composed of Field Operations (Patrol, Motors, Bicycles, and CRU) and Field Support Services (Parking Enforcement, Campus & Library Security) Units. The Services Division is composed of Records, Communications, Investigations, Training, Information Technology, and Community Liaison/Crime Prevention Units. The Emergency Operations Division is composed of the Emergency Operations Center and the Emergency Preparedness Unit.

Under the general supervision of the Chief of Police, the Police Lieutenant will provide leadership, management, administrative support, and motivation to one of the divisions that comprise UPD. The Police Lieutenant will typically supervise a group of Police Sergeants and Police Officers. The Lieutenant will also serve as the liaison with all external public safety agencies and assist with media relations as the Public Information Officer. Further, the Lieutenant will serve as Director of the Emergency Operations Center (EOC) and oversee policy review/revision, campus-wide training, and other related activities with the assistance of an EOC/Emergency-Prep Coordinator as assigned.

The Lieutenant is responsible for all patrol related functions of the Police Department, including UPD's emergency preparedness function, community policing and problem-solving, campus safety and policing initiatives, crime prevention and education programs, and special event coordination & planning. The Lieutenant will also play a role in ensuring the University's compliance with Title IX, Violence Against Women Act/Campus Save Act and related legislation.

The Lieutenant will maintain regular contact and interaction with appropriate law enforcement and public safety organizations at the local, state and federal levels. Additionally, the Lieutenant will leverage professional relationships to identify and recommend best practices that strengthen UPD's ability to achieve its goals and objectives. The Lieutenant will assume the role of the Captain/Deputy Chief in his absence and will also be expected to assume command of UPD in the absence of the Chief of Police.

Minimum Qualifications:

- Bachelor degree highly preferred. Degree may be substituted with 4 or more years of police management experience.
- Peace Officer Standards and Training (POST) Intermediate Certificate or higher, and five or more years of law enforcement experience.
- Four years of progressive law enforcement leadership experience, including but not limited to Lieutenant, Sergeant, and Corporal.
- Valid California Driver's License and possession of a satisfactory driving record.
- Must possess (or qualify to possess) a POST Supervisory Certificate and qualify for a POST Management Certificate within two years of appointment.
- Thorough knowledge and ability to interpret and accurately apply current law enforcement methods, policies, procedures, rules, regulations, laws, investigative techniques and procedures.
- Knowledge of community policing programs, public safety procedures and emergency response planning.
- Familiarity with collective bargaining and administrative corrective action as appropriate in a union environment.
- Ability to perform all duties in a professional, competent, and courteous manner, exercising independent judgment and sound decision making skills.
- Ability to handle all duties with accuracy, timeliness, and trust.
- Ability to plan, organize, multi-task, and prioritize work to meet deadlines.
- Possess strong oral and written communication skills.
- Knowledge of the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), Incident Command System (ICS) guidelines, and general emergency preparedness practices.
- Ability to collaborate with multiple entities to plan and accomplish objectives, and coordinate ongoing multiple, large and complex projects from conception to completion.
- Ability to lead, direct, supervise, motivate and inspire others; measure the performance of people, teams and organizations, and assess performance and progress.
- Ability to interact effectively with members of UPD and public in stressful situations.

- Ability to operate in an environment that requires discretion and confidentiality.
- Must be able to competently interact with a culturally and ethnically diverse population of students, faculty, staff, and campus community.
- Must possess outstanding interpersonal skills and work well with others.
- Must be technology savvy, and proficient with Windows platform, word processing, spreadsheets and databases.

Preferred Qualifications

- Six or more years of law enforcement experience.
- Possession of a current POST Management Certificate and at least 60 units of college.
- Five or more years of leadership experience, including but not limited to Lieutenant, Sergeant, Corporal, Field Training Officer, or team leader.
- Two or more years of active law enforcement experience in a college or university setting.
- Experience with media relations or as a Public Information Officer.
- Possession of an Emergency Management Certificate or prior supervisory experience of an emergency management program.
- Knowledge and ability to apply the principles, practices and procedures of modern public safety administration, organization and operation. This includes: patrol procedures; criminal investigations; emergency response planning; major incident command and management; crime prevention; community policing strategies; traffic safety, as well as a working knowledge of federal, state and local laws, policies and regulations governing law enforcement in general and public safety within an academic environment specifically.
- Ability to lead effectively and courageously by exhibiting high levels of ethics and professionalism in their daily actions and addressing difficult issues in a timely manner.
- Ability to communicate effectively in written form, including reports, memorandums, business correspondence, procedural manuals, budget documents and press releases.
- Demonstrated skill in verbal communication, including the ability to present information and respond to questions from employees, managers, customers, and the general public in both small and large group settings.
- Ability to engage in creative problem-solving efforts as applicable to public safety management concerns.
- Demonstrated skill in defining problems, collecting data, establishing facts and drawing valid conclusions from interpreting an extensive variety of technical instructions in mathematical or diagram form while dealing with multiple abstract and concrete variables.

License/Certification Required

Valid California Driver's License. P.O.S.T. certification.

Environmental/Physical/Special

The incumbent must successfully complete an interview process, including but not limited to an oral interview, a written exercise during the testing process, Chief's interview, background investigation, medical, polygraph, and psychological exams. The Lieutenant is expected to work rotating shifts, weekends and holidays, be on call 24-hours per day, and may be required to work weekends and/or after normal business hours.

Requires effective communication and leadership to operational units, providing strategic direction to their chain of command, oversight for field situations and effective allocation and coordination of Department resources. Requires leadership emphasizing support of a community-oriented policing strategy that aligns with the overall mission and Strategic Plan of San Francisco State University.

Requires knowledge of POST regulations and requirements pertaining to the training of sworn personnel and dispatchers.

Pre-Employment Requirements

This position requires the successful completion of a background check.

Benefits

Threaded through our Total Compensation package is a commitment to Bridging Life's Transitions. SF State is committed to providing our employees with a comprehensive program that rewards efforts that are appreciated by your colleagues, students and the customers we serve.

We offer a competitive compensation package that includes Medical, Dental, Vision, Pension, 401k, Healthcare Savings Account, Life Insurance, Disability Insurance, Vacation and Sick Leave as well as State Holidays and a dynamic Fee Waiver program, all geared towards the University's commitment to attract, motivate and retain our employees.

How to Apply

Submit an online application and upload (in one file attachment) your resume and cover letter (optional), describing your specific qualifications for each position. The online recruitment system will allow one file attachment for each submission.

SF STATE IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS. (i.e. H1-B VISAS).

The Human Resources office is open Mondays through Fridays from 8 a.m. to 5 p.m., and can be reached at (415) 338-1872.

SF State is Equal Opportunity/Americans with Disabilities Act employer and has a strong commitment to the principles of diversity.

Application Deadline

Open Until Filled.

Please note that this position, position requirements, application deadline and/or any other component of this position is subject to change or cancellation at any time.