



POSITION ANNOUNCEMENT

Police Lieutenant

CAMPUS: Sandersville

STATUS: Full-time Non-Exempt

DUTIES: The Police Lieutenant position is responsible for planning, organizing, and directing the administration of the Campus Police Department and for supervising the day-to-day activities of assigned officers. The Lieutenant also serves as the training officer and is responsible for the development and training of students, faculty and staff as related to lawenforcement training and procedures. Assigns, plans and directs the activities of the Campus Police Department to meet the safety and security requirements of the college; Ensures short- and long-term goals for the department's training needs are accomplished and implements plans to reach the goals; monitors the pros & cons of the department's training efforts to reach the goals. Maintains training files & records; Monitors & supervises the activities of personnel to ensure compliance with technical college rules & regulations, state & federal laws, & court directives. Supervises the planning and coordinating of the day-to-day operations & training of officers; Interprets & applies state & federal rules, regulations, policies, & legislation as they apply to campus police & security operations; Assists the Chief of Police or designee in consulting with the administration in areas of Georgia Criminal Law and procedures; advises concerning the feasibility and appropriateness of seeking prosecution for given activities; Assists the Chief of Police or designee in preparing & recommending for approval accurate & complete training related budget information within an established time frame; supervises the purchase of training equipment; Assists the Chief of Police or designee in developing and implementing college police and security policies and procedures, including but not limited to legally carrying and discharging a weapon; Prepares and submits reports to meet federal, state, system and college level requirements. Completes activity reports on an established basis; evaluates contents for completeness, accountability, neatness and compliance with rules and regulations; Provides for the safety and security of students, staff, faculty, administrators, visitors & property; Reviews all reports, time card sheets, & payroll information for campus officers; Measures the effectiveness of campus police operations in the delivery of routine and emergency responses; Responds to emergency & non-emergency calls for service; Attends meetings with local law enforcement and emergency management personnel as needed; Maintains certifications as necessary to meet state requirements; and other duties as assigned. This position reports directly to the Chief of Police.

MINIMUM QUALIFICATIONS: Associate degree *and* Two (2) years of experience as a certified police officer *OR* Four years of experience as a certified police officer. P.O.S.T. certification.

COMPENTENCIES: Knowledge of federal, state and local laws and ordinances and of college policies and regulations. Knowledge of campus safety and security procedures. Knowledge of the operation and maintenance of security systems, fire alarm panels and panic alarm systems. Leadership and supervisory skills. Skill in the training of personnel. Skill in interpersonal relations and in dealing with the public. Decision making and problem solving skills. Strategic and Tactical Planning skills. Organizational Skills. Oral & written communication skills. Skill in the operation of computers & job related software programs. Ability to work independently with minimal supervision. Ability to exercise sound judgment in crisis situations. Ability to certify as a peace officer by the Georgia Peace Officer Standards & Training Council. Ability to obtain a CPR and First Aid Certificate issued by the American Red Cross or equivalent agency.

SALARY/BENEFITS: \$50,000 range. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

****Employment is contingent based upon successful completion of appropriate background checks.**

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. **Note:** *Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.*

Equal Opportunity Institution -

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478/553-2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643