**MINIMUM QUALIFICATIONS**

Applicant must have an 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.

**PREFERRED QUALIFICATIONS QQUALIFICATIONS**

Baccalaureate degree in a course of study related to the occupational field required; 5 years of related experience required; and Two (2) years experience as a Southern Crescent Technical College Police Sergeant.

**JOB SUMMARY**

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 law enforcement training and procedures.

**RESPONSIBILITIES**

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 and cons of the department’s training efforts to reach the goals. Maintains training files and records;

Monitors and supervises the activities of personnel to ensure compliance with technical college rules and regulations, state and federal laws, and court directives. Supervises the Sergeants in planning and coordinating the day-to-day operations and training of officers as well as the federal work study students working within the department;

Interprets and applies state and federal rules, regulations, policies, and legislation as they apply to campus police and security operations; Coordination of Clery Act Compliance; GCIC Compliance

Assists the Chief of Police 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 in preparing and recommending for approval accurate and complete training related budget information within an established time frame; supervises the purchase of training equipment; oversees the college’s security system and serves as the Terminal Agency Coordinator;

Assists the Chief of Police 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. Reviews and 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 and property; Reviews all reports, time card sheets, and payroll information for campus officers under the command of the Lieutenant; performs employee evaluations; disciplinary actions and reports;

Measures the effectiveness of campus police operations in the delivery of routine and emergency responses;

Responds to emergency and non-emergency calls for service; Responds to complaints, provides guidance to officers on scene and evaluated decisions;

Attends meetings with local law enforcement and emergency management personnel

Speaks to student organizations and orientation workshops

Performs other duties as assigned.

**COMPETENCIES**

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 and written communication skills; Skill in the operation of computers and job related software programs; Ability to work independently with minimal supervision; Ability to exercise sound judgment in crisis situations; Ability to certify and maintain certification as a peace officer by the Georgia Peace Officer Standards and Training Council (POST); Ability to successfully complete a pre-employment drug test; Ability to maintain a clean motor vehicle report; Ability to differentiate between colors; Ability to obtain a CPR and First Aid Certificate issued by the American Red Cross or equivalent agency

**SALARY/BENEFITS**

This is a full-time position. Salary is commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave and State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

Applicantsscheduled for interviews will be notified of the status of the position.

The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

**SPECIAL NOTES:**

As set forth in its student catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Toni Doaty, Assistant Director of Student Services, [toni.doaty@sctech.edu](mailto:toni.doaty@sctech.edu), 501 Varsity Road, Mobile Unit 6B, Griffin, Ga 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, [teresa.brooks@sctech.edu](mailto:teresa.brooks@sctech.edu), 501 Varsity Road, Mobile Unit 6B, Griffin, Ga 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, [mary.jackson@sctech.edu](mailto:mary.jackson@sctech.edu), 1533 Highway 19 South, Room A-252, Thomaston, Ga 30286, 706-646-6224.