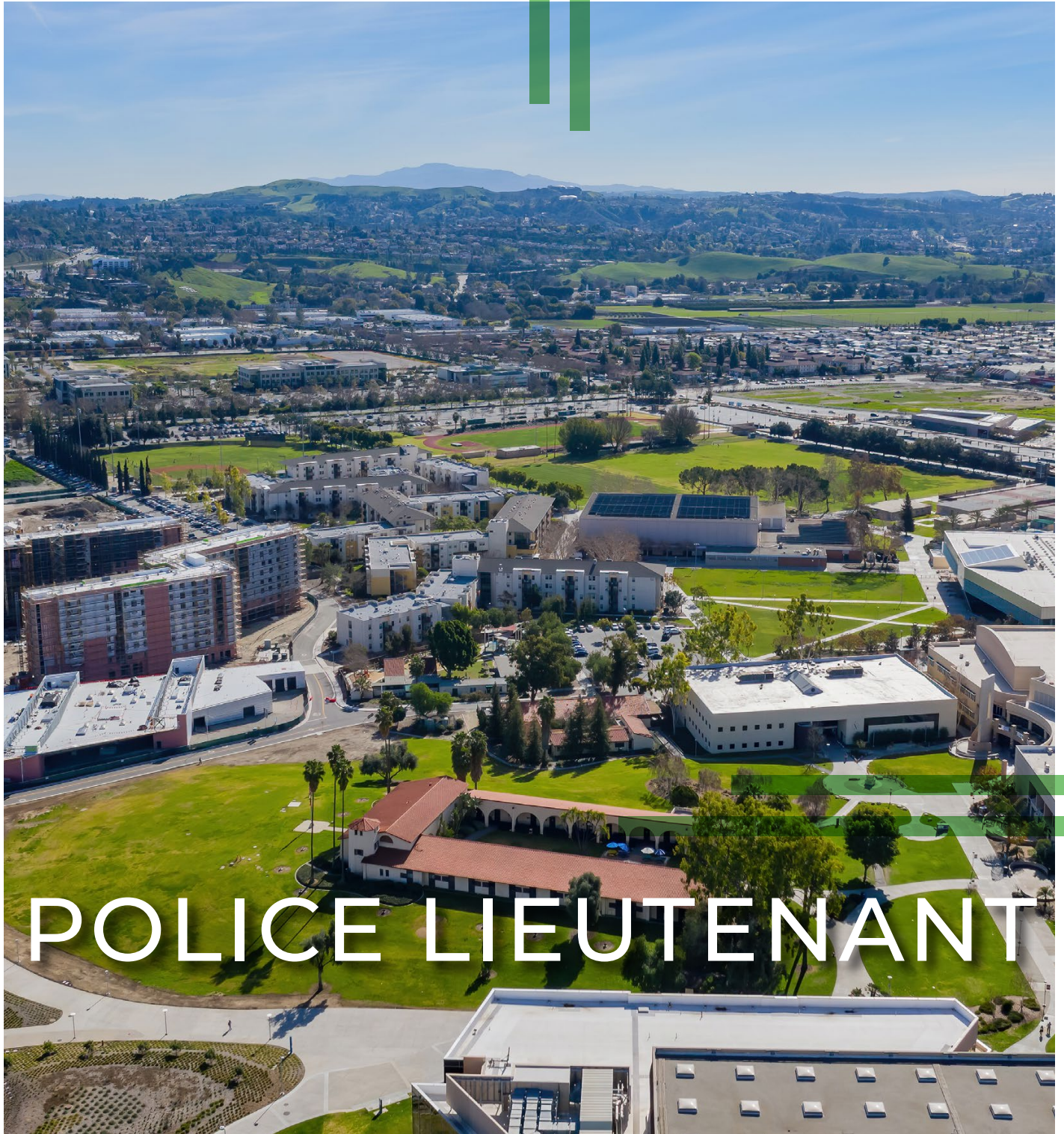


A NATIONAL SEARCH
is underway for a new Police Lieutenant

Cal Poly Pomona

Pomona, CA



POLICE LIEUTENANT

POMONA, CA

THE 01. OPPORTUNITY



An Exciting Opportunity in Higher Education

Cal Poly Pomona (CPP) is conducting a search for a Police Lieutenant. This is an extraordinary opportunity for an accomplished law enforcement professional to support Chief Linh Dinh in the management of a university police department at one of California's most desirable public universities. Cal Poly Pomona invites interest from mid-level police leaders who can bring strong leadership and accountability acumen to help impact the culture and effectiveness of the police department to support the [University's mission](#).

THE CALIFORNIA STATE UNIVERSITY (CSU) SYSTEM

02.

The twenty-three CSU campuses span California and collectively enroll approximately 486,000 students, making it the largest four-year comprehensive public higher education system in the world.

The CSU employs more than 53,000 faculty and staff, who work together to deliver more than 4,100 undergraduate and graduate degree programs in approximately 360 subject areas. Since its creation in 1961, the CSU has conferred more than 3.8 million degrees, and adds more than 127,000 new graduates annually. Sometimes called “The

People’s University,” the CSU campuses provide high-quality, affordable education to meet the ever-changing needs of the people of California. The CSU System is a vital economic engine for the State of California; roughly 1 out of 10 employees in California attended a CSU college. To learn more, see www.calstate.edu.



Each California State University campus operates a police department, whose peace officers are sworn and certified by the California Commission on Peace Officer Standards and Training (POST). Each police/public safety department is charged with maintaining a safe campus environment by enforcing federal and state laws, CSU regulations, and the establishment of community policing and crime prevention-related programs. In June 2020, the police chiefs of the California State University's 23 campus police departments pledged

a commitment to implement the recommendations of [The President's Task Force on 21st Century Policing](#), reported to President Barack Obama in May 2015. The task force sought to identify best practices and offer recommendations on how to promote effective crime reduction while building public trust. [The California State University campus police have adopted the Final Report of the task force as a working guide for instituting meaningful change and improvements across the university.](#)

CAL POLY POMONA: Mission

We cultivate success through a diverse culture of experiential learning, discovery, and innovation.





CAL POLY POMONA

Cal Poly Pomona is one of three polytechnic universities in the California State University system and among thirteen such institutions nationwide.

Since its founding in 1938, the University has offered a unique education steeped in experiential learning, in which theory and practice are linked in curricular and co-curricular experiential learning activities. With several degree programs in the arts, humanities, sciences, engineering, and professional disciplines, the University is well known for its learn-by-doing philosophy. The University has a scenic and historic 1400-acre campus with more than 29,000 students who are taught and mentored by more than 1,400 faculty members in 54 baccalaureate and 29 master's degree programs, 11 credential and certificate programs, and a doctoral program in educational leadership. See more at www.cpp.edu.

Cal Poly Pomona is a Hispanic-Serving Institution with over 46% of the student population identifying as Hispanic or Latinx. CPP stands as a national leader in promoting social mobility and was recognized among the 25 top institutions in the country in awarding bachelor's degrees to underrepresented students. CPP was also ranked No. 2 in the U.S. News and World Report rankings of top public regional universities in the west.



The University Strategic Plan outlines CPP's collective mission, vision and values and lays out a series of outcomes, goals and objectives that promote the campus's status as the model for an inclusive polytechnic university. Among its highest priorities is fostering an inclusive, diverse, equitable and accessible campus climate where all members of the university community feel safe, respected, and valued. CPP seeks to promote a sense of belonging across all groups.

In 2020, campus leadership announced a university-wide Commitment to Action focused on dismantling systemic racism and inequities and fostering inclusive excellence. As a priority in this commitment, Cal Poly Pomona created a Police Advisory Task Force comprised of students, faculty, and staff to provide guidance and recommendations related to community policing at the university. In June 2020, Cal Poly Pomona joined other CSU campuses in pledging to implement the recommendations of the President's Task Force on 21st Century Policing. For additional information about the university, please visit www.cpp.edu.



04. THE UNIVERSITY POLICE DEPARTMENT

The Cal Poly Pomona University Police Department (UPD) provides public safety services and physical security to the campus, adjacent university facilities and the members of the campus community.

UPD offers a wide range of programs and services designed to enhance community safety and security, including patrol, dispatch, investigations, parking and transportation services and emergency management and emergency response to calls for service. UPD employs a staff of 55, including 20 sworn officers and 35 civilian staff who work in one of four bureaus, each led by a police lieutenant or civilian manager.

UNIVERSITY POLICE

Mission

Our mission is to provide a safe and secure environment for the University Community. We provide these services fairly, with integrity, respect and in a manner that meets or exceeds the standards of our profession.



05. THE POSITION

The Police Lieutenant, reports to the Chief of Police, and along with the current Police Lieutenant, provide support to the Chief in the planning, organizing, and directing of all police and public safety services, including crime prevention and community policing strategies.

Under general direction of the Chief of Police, the Lieutenant will manage the Patrol, Investigations, and other functions of the department, providing a comprehensive twenty-four-hour law enforcement and security program for all segments of the campus community.

The Lieutenant is part of UPD's management team and will help establish policies, procedures, goals and objectives for their functional areas of responsibility and supervise patrol sergeants, corporals, investigators, police officers, a records supervisor, police dispatchers and community service specialists.

The Lieutenant also works with and serves as a mentor to student/volunteer staff and may serve as field commander at the scene of major events, criminal incidents, demonstrations, or other special or significant events.

The Lieutenant will perform traditional law enforcement related duties and must have a knowledge of enforcement procedures as they relate to the University jurisdiction and serve as a liaison to the campus and surrounding community.

The Lieutenant may assume temporary responsibilities as the Administrator in Charge in the absence of the Chief.

The Lieutenant is expected to be on-call 24 hours a day and may be required to work weekends and/or after normal business hours.



Major responsibilities:

- **Management and Supervision of Police/ Investigations/Records/Dispatch** - Recruitment, hiring, training, supervision and monitoring of employees; determine performance standards; prepare and administer performance evaluations; oversee overtime and special assignments; develop work assignments and schedules; provide leadership and management for the day-to-day operations; communicate effectively both written and verbal; ensure compliance with department policies and procedures, union contracts and other regulatory requirements
- **Investigations** - Conduct confidential investigations and handle cases involving escalated or sensitive incidents; Investigate complaints against employees and ensure compliance with all regulatory policies and procedures; review designated activities as they relate to issues of discipline, pursuits, use of force etc.; initiate corrective actions; recommend discipline; provide review and oversight for all investigations
- **Planning** - Develop strategic plans for his/her area of responsibility that are consistent with the Department, Division and University-wide strategic plans; develop and implement goals and objectives; ensure all services are responsive to the needs of the community; coordinate exchange of information with other law enforcement/public safety agencies; provide oversight for the planning,

deployment and response to major or special events and/or emergencies; develop action plans in conjunction with the Emergency Manager and ensure that the Department is prepared to handle all types of emergencies and/or disasters

- **Professional Development** - Plan, develop and conduct training for staff; ensure staff receive mandatory, regulatory and professional development training; serve as a mentor for staff, students and volunteers; personally maintain professional credentials and participate in on-going training and educational activities; serve as the manager for the field training (FTO) program (Police and Dispatch); actively serve on University committees or groups as assigned; serve as liaison with other departments on campus and within the surrounding community; ensure staff participate in campus/community committees/organizations and personally attend these activities

Knowledge, Skills and Abilities

Candidates must have knowledge and general understanding of

- Law enforcement, public safety, and security strategies
- Personnel management theories, principles, practices, and techniques
- Local, state, and federal laws including applicable sections of the California Education Code



**Software applications used to support major job duties
(Excel, Word, Outlook, PowerPoint)**

- Use of technology in the accomplishment of project objectives
- Knowledge of the Incident Command System (ICS), the Unified Command Structure, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS)
- Diverse campus and local community demographics

Candidates must have the ability to

- Plan, develop, and manage a sound public safety and law enforcement program

- Maintain a calm, objective, and rational demeanor especially in emergency situations
- Quickly learn rules and regulations pertaining to campus activities
- Effectively lead personnel
- Supervise and evaluate subordinate employees
- Establish and maintain cooperative working relationships with campus community and outside agencies
- Exercise tact in politically sensitive situations
- Prepare clear and concise reports
- Prepare presentations for public consumption
- Perform thorough investigations



UNIVERSITY POLICE Vision

The Cal Poly Pomona Police Department will continue to improve its procedures, policies and practices. The department will hire the best qualified personnel with a focus on selecting employees that understand the public safety needs of the campus community. Its equipment and facilities and training programs will meet or exceed the standards of practice in the field of public safety. On a daily basis the department will earn the trust and support of the community it serves through the passion, dedication and effective actions of its employees.



06 QUALIFICATIONS



Minimum Requirements:

- The position requires a minimum of five years of sworn law enforcement experience, including three years in a police supervisory capacity
- Meet all California P.O.S.T. minimum employment standards for a law enforcement officer
- Possess or be eligible for a California P.O.S.T. Supervisory Certificate
- Possess a valid California Driver's License
- Possess the ability to qualify for a P.O.S.T. Management Certificate within two years of employment
- A Bachelor's degree in Police Science, Criminal Justice, Public or Business Management, Social Science or related field is preferred
- Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a university community
- Knowledge of federal, state, and local laws, rules, and regulations; Peace Officer Bill of Rights and police labor law; principles and procedures of supervision, management, P.O.S.T. mandated police training; and internal affairs investigations
- Ability to assist with the administration of reports related to compliance regulations such as Jeanne Clery, the Campus Safety Act, the Fire Safety Act, the Violence Against Women Act, the Kristen Smart Campus Safety Act, and Sexual Offender Registration

07 COMPENSATION & BENEFITS

The salary range for this position is between \$130,000 - \$140,000 and will be commensurate with the selected candidate's experience and credentials. The salary is augmented by an outstanding benefits package that includes medical, dental, vision, life and disability insurances, CalPERS retirement, tuition waiver, vacation, 14 paid holidays, and sick leave. Additional details are available in the CSU [Benefits Summary](#) for management personnel.





NOMINATION AND APPLICATION PROCEDURES

08.



TO APPLY

Please send a compelling cover letter, comprehensive resume, and list of five professional references to apply@publicsectorsearch.com. References will not be contacted until mutual interest has been established.

The position closes on November 10, 2023. Candidates are strongly encouraged to apply early for optimal consideration.

Only the most highly qualified candidates will be invited to participate in virtual interviews in mid-to-late November 2023. Finalists will be invited to campus shortly thereafter. An offer will follow, contingent on completing a detailed POST background investigation, psychological screening, and other University requirements.

APPLY WITH CONFIDENCE

Confidential inquiries and questions regarding this career opportunity are welcomed and should be directed to the search consultant:

Public Sector Search & Consulting, Inc.

Gary Peterson, Chief of Police (ret.), CEO/President

(916) 789-9990 (office) | ((916) 622-5323 (cell)

gary@publicsectorsearch.com



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