

Human Resources

EXTERNAL POSITION OPEN*Grand Rapids Community College is committed to a diverse and inclusive work and learning environment.*

Title:	Police Lieutenant
Position Number:	661
Work Schedule:	40 hours/52 weeks
Compensation:	Meet & Confer, Grade 15, \$68,000/year
Reports to:	Police Chief
Closing date:	January 27, 2016

The GRCC Police Lieutenant is a member of the police department command staff and works closely with both the Police Chief and the Police Sergeant to maintain effective daily operations of the police department. The GRCC Police Department is a Michigan Commission on Law Enforcement Standards certified police agency and all officers and command staff are expected to meet M.C.O.L.E.S. licensing standards. The lieutenant works with members of the department, college, local, state and federal law enforcement agencies as well as officials from other area colleges routinely.

The mission of the GRCC Police department is to serve and protect the students, faculty, staff, and visitors of the Grand Rapids Community College. We also endeavor to further the academic pursuits of GRCC students by keeping them and their property safe and helping to create an atmosphere where everyone feels secure in their learning environment.

Essential Functions

- Responsible for staffing decisions, including training, scheduling & delegating work
- Assists with Hiring of personnel
- Schedule officers and dispatcher to cover all shifts
- Conduct annual performance evaluations of officers and sergeant
- Monitors and records time off; approves overtime
- Reviews and approves reports, logs, and other documents
- Reviews criminal cases and investigative actions
- Completes administrative reports
- In conjunction with the Chief makes maintenance and purchasing decisions for equipment, tools, and supplies
- Communicates with other officers, civilian staff, students, faculty, and citizens
- Oversees serious crime scenes and major incidents pending the arrival of the Chief and in the Chief's absence
- Conducts formal investigations of citizen and officer complaints
- Counsels subordinate personnel
- Conducts performance evaluations of subordinate personnel
- Assists officers in maintaining a strong community focus
- Monitors officer and sergeant efforts to address non-criminal campus problems
- Works with officers and citizens to identify campus problems and concerns
- Maintains Department records
- Attends meetings and is involved with campus focus groups

- Develop, interpret and train staff on department/campus procedures, policies, laws, etc.
- Assists with the creation of emergency management plans, trainings, and exercises
- Attends training in management and administration
- Assists in the development of Department action plans
- Assist with maintaining Campus Crime Statistics in compliance with the Clery Act; assist in preparing the Annual Security Report
- Understands, and assists with, Title IX investigations
- Maintain constant flow of communication with the Campus Police Chief
- Back-up officers when needed when safety is an issue
- Responsible for being on-call outside of scheduled work hours
- Regular attendance during normal scheduled hours is required. Being present is essential for serving customers and performing the essential functions of this position.
- Perform other duties as assigned

JOB SPECIFICATIONS

Education/License

- Michigan Commission on Law Enforcement Standards Certification (MCOLES)
- Bachelor Degree

Work Experience

- Minimum 10 years police experience, with a minimum of 3 years of supervisory experience
- Experience with Incident Command System (ICS) model of Critical Incident Management

Equipment Use/Knowledge/Skills/Abilities required

- Knowledge of Federal, State, and Local laws
- Possess all required knowledge, skills, and abilities of the police officer and sergeant positions
- Knowledge of police management and supervisory techniques
- Understanding of the Incident Command System, including experience or ability to act as Incident Commander during a critical incident
- Ability to create and/or assist with training exercises including tabletops as well as full scale exercises.
- Ability to effectively supervise, train, and evaluate the performance of subordinates
- Ability to provide constructive feedback and counseling to employees as well to lead and motivate employees
- Ability to work as part of a team, implement strategies of senior administrators
- Ability to make decisions, judgments, and supervise free of personal opinion, bias, or other outside influences.
- Computer Literacy skills, including familiarization with Talon, LEIN, and other Law Enforcement Reporting Tools
- Ability to communicate via portable and mobile radio systems

Physical Demands

- Must meet all physical standards set by M.C.O.L.E.S., including firearms qualifications
- This job requires the employee to be able to perform rigorous tasks, including but not limited to: extensive walking, running, climbing stairs (several flights), lifting/carrying heavy objects, wearing heavy uniform equipment on a daily basis.

Mental Demands

- Excellent organizational skills and the ability to prioritize and complete tasks in a timely manner.

- Project a professional image including punctuality and good attendance record.
- Demonstrated ability to work effectively with and respect diverse populations.
- Strong interpersonal skills and demonstrated ability to work as part of a team.
- Demonstrated initiative and problem-solving abilities.
- Ability to perform routine and unexpected duties with minimum supervision.
- Proven ability to provide excellent customer service to students and staff in a demanding work environment.
- High energy level with enthusiasm and interest in helping and supporting students, staff, and the general public.
- Ability to work under pressure in high risk situations
- Ability to exercise sound judgment in stressful situations with concern for safety
- Must use good judgment in handling sensitive or difficult situations in a pleasant and professional manner.
- Ability to maintain confidentiality
- Ability to incorporate GRCC values in professional work environment

Working Conditions

- Ability to work inside and outside in all weather conditions (rain, snow, extreme heat/cold)
- Ability to sit for long periods
- Ability to stand or walk for long periods

Method of application

Grand Rapids Community College is only accepting online applications for this position. To apply, please visit our website at <https://www.grcc.edu/jobs> Following the instructions there to apply and to upload documents, submit a resume and cover letter in one document; unofficial transcripts, and three letters of reference which you may upload yourself or have your supporters send via email to hr@grcc.edu **Posting closes on January 27, 2016 at 11:59 PM.** Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an equal opportunity employer.

Grand Rapids Community College is committed to a diverse and inclusive work and learning environment. GRCC creates an including learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by stated and federal law. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.

