

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Job Title Police Operations Lieutenant
Department SC - Police Department
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Oct. 9, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5104609/police-operations-lieutenant>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

To directly manage the day-to-day college-wide operations of the College Police Department's Operations Division and participate with the Chief of Police in planning, developing, organizing, coordinating, directing, reviewing and evaluating police, security, emergency response, disaster

**Police Operations Lieutenant
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

preparedness, parking control and revenue generation programs, services, operations, activities and processes to protect the lives and property of students, faculty, staff and the College; participate in ensuring the protection of College personnel and facilities in accordance with federal, State and local laws, codes and regulations as well as College public safety policies and procedures.

To train, supervise and evaluate the performance of assigned personnel; prevent, deter and suppress unlawful activity by implementing community-oriented and problem-oriented policing strategies and techniques for the College, including the direction, coordination and review of policies and procedures for the physical security of building and equipment for the College and other assigned grounds or properties owned, operated, controlled or administered by the College or District; coordinate assigned activities with other departments and with local law enforcement agencies and federal and State agencies, as required; participate in preparing and administering annual program budgets; provide highly responsible and highly complex staff assistance to the Chief of Police as assigned and performs a variety of technical tasks relative to assigned area of responsibility.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police.

Exercises direct supervision of assigned police and security subordinate staff.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Act as an overall assistant to the Chief of Police and may act as temporary head of the Department in the Chief's absence; manage the day-to-day operations and activities of the College Police Department according to Departmental policies and procedures.

**Police Operations Lieutenant
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Performs supervisory duties, general law enforcement and patrol duties in uniform, without limitations, to meet Department staffing needs; supervise all assigned personnel, protect life and property and enforce all pertinent laws within the jurisdiction of the department; act as Incident Commander during critical emergency situations on District property.

Provide overall guidance and coordination of Department personnel in matters pertaining to criminal investigations and prepare special reports; conduct administrative investigations and investigate other relevant disciplinary issues as assigned by the Chief of Police.

Work closely with members of the campus administration, the faculty, the students, or representatives of local public safety agencies in the implementation of policies, procedures or agreements pertaining to program operations.

May provide interpretations of campus public safety policies and regulations to members of the campus community, representatives of local agencies or members of the general public.

Coordinate the Department's involvement in special events held on the campuses.

Supervise the performance of uniformed patrol officers, dispatch staff, Public Safety Assistants (PSAs), Community Services Officers (CSOs), non-sworn civilian office support staff and other personnel assigned to the Department by evaluating their work and providing on-the-job training as appropriate.

Coordinate criminal investigation of crimes committed on the College campus and interact with representatives of the respective city Police Department or Orange County Sheriff's Department to monitor and assist, when necessary, the investigation of Part 1 crimes handled by that department.

Coordinate Department programs such as the Community Services Officer (CSO) Program.

Coordinate the California Law Enforcement Telecommunications Systems (CLETS) and Criminal Justice Information Center (CJIC) information systems and Computer-Aided Dispatch (CAD) software, and oversee Departmental compliance with property and evidence statutes set forth in the CA Evidence Code.

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Ensure that officers comply with Department firearms and range qualification requirements.

Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A bachelor's degree from an accredited college or university with major course work preferred in police science, criminology, law enforcement administration, business or public administration or related field.

OR an equivalent combination of education and experience from which similar knowledge, skills and ability may be acquired. ("Equivalent combination" means that three years of supervisory related experience can be considered as equivalent to one year of college education).

Experience:

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Five years of increasingly responsible experience as a peace officer with a California law enforcement agency, which includes at least two years as a sergeant (or in a supervisory capacity) WITH formal management responsibilities or three years as a sergeant (or in a supervisory capacity) WITHOUT formal management responsibilities. Prior experience in a supervisory capacity in an education-based law enforcement organization is highly desirable. Experience in contingency planning and emergency response to terrorism related to homeland security, anti-terrorism and/or weapons of mass destruction is highly desirable.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

LICENSES, CERTIFICATES, AND/OR OTHER REQUIREMENTS:

Police Officers Standards and Training (POST) Advanced Certificate.

POST Supervisory Certificate.

Current POST Management Certificate or the ability to complete the POST Management course within the mandated time period established by POST.

A valid California driver's license.

A valid CPR and First Aid Certificate issued by the Red Cross or other authorized health agency by completion of probationary period.

NOTE: COPIES OF ALL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.

MEDICAL/PSYCHOLOGICAL TESTING AND BACKGROUND CHECK:

Must successfully pass a medical examination, a psychological test and a thorough pre-

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

employment background investigation, pursuant to California Government Code Section 1031, to comply with the standards established by the California Commission on POST.

KNOWLEDGE OF:

Budget preparation and administration.

Community college organization, operations, objectives, policies and procedures.

Computer hardware and software, including criminal information systems, database management, spreadsheet and word processing applications software.

Correct English composition, grammar, spelling and vocabulary.

Current trends in law enforcement and court cases affecting police work.

Effective security measures for a large and complex organization with multiple buildings.

Interpersonal skills including tact, patience and diplomacy.

Law enforcement and campus security principles, practices and techniques including patrol procedures, investigations, crime prevention and the collection and preservation of evidence.

Laws, rules and regulations pertaining to the laws of search and seizure, arrest, legal rights of citizens, and court procedures.

Laws, rules and regulations pertaining to traffic and crowd control, records management, care and custody of persons, and property and environmental protection.

Modern principles, practices and techniques of police administration, organization and operation, including contingency planning related to homeland security, anti-terrorism and weapons of mass destruction.

Occupational hazards and safety precautions necessary in the work.

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Oral and written communication skills.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Planning and organization principles and skills.

Principles of training, supervision and performance evaluation.

Principles, practices and techniques used in modern law enforcement, security and crime prevention, including physical security, loss control and executive protection.

Record-keeping, evidence and report-writing methods.

State and federal laws and regulations related to assigned program, including training and certification requirements for law enforcement officers and support staff and the specific laws, codes and regulations related to search and seizure, arrest and the chain of evidence.

Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic and crowd control, records management, care and custody of persons and property and environmental protection.

Use of firearms and other modern police equipment.

ABILITY TO:

Act quickly and instill calm during emergencies and other critical situations.

Administer first aid in emergency situations.

Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals.

Analyze situations accurately and take appropriate action.

**Police Operations Lieutenant
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Collect, compile and analyze information.

Communicate and work effectively with others to achieve common goals.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Coordinate and schedule law enforcement training consistent with POST certification requirements.

Correctly interpret and make decisions in accordance with laws, regulations and policies.

Demonstrate sensitivity to and understand staff and students of diverse academic, socioeconomic, cultural and ethnic backgrounds and staff and students with physical and learning disabilities.

Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

Determine appropriate actions in emergency situations.

Develop, implement, manage and evaluate law enforcement policies and procedures, security measures and parking regulation services provided to the College.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Enforce laws, rules and regulations and conduct investigations.

Establish and maintain effective and cooperative working relationships with others, including representatives of law enforcement agencies in the community.

Gain cooperation through discussion and persuasion.

Implement policies and procedures; assign staff to enforce laws and protect lives and property.

Implement, manage and evaluate the activities of assigned programs and services in a manner

**Police Operations Lieutenant
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

conductive to full performance and high morale.

Maintain current knowledge of law enforcement, security and criminal justice.

Maintain current knowledge of trends in law enforcement and court cases affecting police work.

Maintain the security of confidential information and materials.

Meet standards specified by the Commission on Peace Officers Standards and Training (POST).

Operate and maintain emergency police equipment such as firearms, Taser, OC spray, shotgun, patrol rifle, baton and handcuffs.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate office equipment such as computer, printer, copier and facsimile machine.

Participate in planning, developing, organizing, coordinating, implementing, directing and evaluating a comprehensive public safety, security and parking enforcement program for a community college to ensure a safe and secure learning environment for students, administrators, academic and classified staff.

Participate in preparing and administering assigned budget(s).

Plan, organize, coordinate and supervise assigned work.

Prepare comprehensive records and reports according to legal mandates.

Read, interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program.

Relate effectively to others, using tact, diplomacy and courtesy.

Resolve confrontation, affect behavior of others, facilitate small group processes, supervise the work of others, review performance and convey a positive image of the organization.

Select, assign, schedule, train, supervise, discipline and evaluate assigned staff.

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Use standard word processing software as well as CLETS and CJIC information systems.

Work collaboratively with college administrators to develop processes designed to preserve the peace and protect lives and property.

Work effectively with others to achieve common goals.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment:

Duties are performed primarily in an office environment, often while sitting at a desk or computer workstation. An incumbent is frequently subject to attending scenes of accidents, crimes or major incidents and meetings at various locations within the College and its community. Incumbent is subject to contact with others, frequent interruptions, and demanding timelines. At least minimal environmental controls are required to assure health and comfort. This position is assigned to work an evening shift, Monday through Friday, and may need to work weekends as assigned. Required to be on call to the College 24 hours a day, 7 days a week.

Physical Demands:

Incumbent regularly stands and sits for long periods; walks short distances on a regular basis; travels to direct the investigation of crimes, accidents and/or incidents; attends meetings and conducts work at various locations within the College, community, or District; uses hands and fingers to operate an electronic keyboard or other office machines; sees to read fine print and operate computer; hears to understand voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds. Must meet the physical requirements necessary

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

to safely and effectively perform assigned duties.

Supplemental Information

Close Date: November 12, 2025

Required Documents: Resume, Cover Letter, Basic Certificate issued by POST, Advanced Certificate issued by POST, and Supervisory Certificate issued by POST

Range 12 of the District Management Team Salary Schedule

Work Schedule: **Monday - Friday (8:00 AM - 5:00 PM) (evening and weekends as needed)**

Hours per Week: 40

Months per Year 12

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Police Operations Lieutenant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

**Police Operations Lieutenant
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=263660>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,