



STOCKTON UNIFIED SCHOOL DISTRICT
Human Resources Department

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| TITLE: | Lieutenant/Manager of Emergency Preparedness and Response | REPORTS TO: | Chief of Police or designee |
| DEPARTMENT: | District Police Department | CLASSIFICATION: | Classified Management |
| FLSA CLASSIFICATION: | Exempt | WORK YEAR: | 12 month (260 Days) |
| BOARD APPROVED: | 5/13/2025 | SALARY RANGE: | Classified Management Tier 6, Range 03 |

BASIC FUNCTIONS:

The Lieutenant/Manager of Emergency Preparedness and Response oversees the planning, coordination, and management of the Emergency Services Division of the District Police Department. This role is responsible for the strategy, execution, and monitoring of the district's emergency management program in alignment with the mission of the Stockton Unified School District and School Board Policies. This includes preparing emergency management programs and activities associated with preparing a response for disasters, school security infrastructure, emergency planning for school sites and all district offices and buildings, enforcement of all pertinent laws and regulations of the city, county, state, and the school district; and perform related duties as assigned.

This position is intended to be a non-sworn manager or a sworn Lieutenant.

SUPERVISION RECEIVED AND EXERCISED:

The Lieutenant/Manager of Emergency Preparedness and Response receives direct supervision from the Chief of Police or designee and exercises direct supervision over police department assigned staff.

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)

ESSENTIAL DUTIES:

- Oversee the planning, coordination, scheduling, assignment, and direction of the Emergency Services Division through subordinate supervisors (police sergeants). *(E)*
- Maintain familiarity with provisions of Education Code, Penal Code, Municipal Code, Safety Code, F.C.C. and other official regulations affecting activities of the District. *(E)*

- Ensure the District's emergency management organization is consistent with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). *(E)*
- Advise the Chief of Police on EOC activations and immediate overall district-wide safety concerns. *(E)*
- Develop and interpret policies and procedures to ensure effective action planning and a safe, secure environment for students and staff. *(E)*
- Oversee the preparation and upkeep of various records and reports. *(E)*
- Provide strategic leadership in planning Emergency Services and School Safety program objectives, establishing guidelines for personnel responsible for Emergency Services. *(E)*
- Monitor the development of emergency preparedness and safety plans for school sites and district offices, ensuring alignment with school community needs and compliance with state and federal regulations. *(E)*
- Act as the lead liaison between outside agencies and District programs; assure conformance with local, state, and federal objectives; analyze and interpret data relative to program improvement. *(E)*
- Communicate with the Superintendent, Assistant Superintendents, District Chief of Police, district management staff, school site administrators, and partner agencies. *(E)*
- Provide advice to staff and assistance in the development, implementation, and evaluation of the procedures and policies related to Emergency Services/Safety Plans; provide consultation services to District staff regarding Emergency Services/Site Safety Plans. *(E)*
- Build relationships around School Security and Safety Plans in cooperative relationships with community members, community agencies, district committees, and personnel in other organizational units. *(E)*
- Direct and execute plans, procedures, and practices in the case of an emergency. *(E)*
- Participate in the coordination of inter-agency emergency drills and facilitate the district's contribution as a first responder in such events. *(E)*
- Direct and oversee the district mass notification system in collaboration with the Director of Communications. *(E)*
- Conduct regular visits to school sites and District offices to ensure compliance with emergency preparedness and school safety plans, Education Code, district policies, and state and federal laws and regulations, while recommending corrective and preventative measures as needed. *(E)*
- Research emergency services/school safety topics for the purpose of providing updated current information, supporting administrative requirements, and/or making recommendations. *(E)*
- Attend District-level and community meetings related to health, safety, or emergency services issues. *(E)*

OTHER DUTIES:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Pertinent federal, state, city, county, and district rules, regulations, ordinances and laws relating to emergency services.
- Principles and practices of employee supervision, including selection, training, evaluation, and discipline.
- School district organizations, operations, policies and objectives.
- Policies, rules, regulations concerning campus control, safety, and appropriate student behavior.
- School emergency preparedness procedures.
- Comprehensive Safe Schools Plans.
- Emergency Operations Center (EOC) roles and responsibilities.
- Strategies, processes, and techniques used in research and development.
- Organization, planning, and program evaluation strategies, techniques, and procedures.

Ability to:

- Plan, organize, develop, and coordinate the activities of a broad range of programs and special services.
- Assign, supervise, and evaluate the work of personnel.
- Make sound and independent judgements while performing various tasks and assignments.
- Ensure that programs and activities are carried out in compliance with district, state, and federal requirements.
- Develop strategies for actively seeking grant funding.
- Operate a computer and other office equipment as assigned.
- Communicate effectively both orally and in writing.
- Make effective public presentations of program information.
- Analyze situations accurately, and adopt an effective course of action.
- Multi-task and deal effectively with constant interruptions.
- Work nights, overtime, and/or irregular hours.
- Meet physical requirements necessary to perform job duties.
- Meet psychological and background standards (if sworn).
- Meet firearm qualification standards at a designated shooting range periodically (if sworn).

Education and Experience:

Any combination of education and experience equivalent to an Associate of Arts degree from an accredited college, along with five years of experience in Emergency Services or a related field, including at least one year of progressive supervisory or management experience.

Bachelor's Degree preferred.

License, Certifications and Other Requirements:

Must possess a valid California driver's license, First Aid and CPR certification within 60 days of hire, and a Supervisory Police Officer Standards and Training (POST) certificate (if sworn). Additionally, candidates must complete fingerprinting through SUSPD and obtain tuberculosis clearance.

WORKING CONDITIONS**Environment:**

Indoor/Outdoor environment subject to changing temperatures. Driving a vehicle to conduct work. Direct contact with the public, students and other District staff.

Physical Demands:

Employees in this position must have/be able to:

- Sit for prolonged periods of time.
- Stand/walk for extended periods of time, frequently over rough or uneven surfaces.
- Run on rough or uneven surfaces for short periods of time.
- Dexterity of hands and fingers to operate keyboard and various equipment.
- Frequently lift/carry up to 25 lbs. at waist height for short distances.
- Occasionally lift/carry/drag up to 150 lbs for short distances.
- Bend at waist, kneel or crouch.
- Reaching overhead, above the shoulders and horizontally.
- See, hear, and speak with/without assistive devices to communicate effectively with others.
- Required to wear a safety vest, which weighs 5 lbs; and waist belt weighing between 12-15 lbs (if sworn).
- Push/pull weights up to 200 lbs (if sworn).
- Climbing stairs, fences, hills and other slopes (if sworn).
- Occasionally required to exert significant physical force to subdue resistant individuals (if sworn).
- Physical agility and stamina (if sworn).

Hazards:

Contact with dissatisfied or abusive individuals.

Exposure to blood-borne pathogens and bodily fluids.

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior (if sworn).

Driving a vehicle at high speeds and/or during adverse weather conditions (if sworn).