

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE N

CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

POLICE OFFICER

BASIC FUNCTION

Performs law enforcement duties on all District facilities to protect the lives and property of students, staff, faculty, and campus visitors; patrols and safeguards campus facilities; prevents and detects crimes; enforces laws and ordinances; and assists the Chief of Police and Sergeants with special assignments at each District location and off-site facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Police Officer series that performs non-supervisory assignments in the District's Police Department. Incumbents are responsible for performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Patrols all District properties including buildings, facilities, grounds, and other property, either in a marked police vehicle, on foot, or by bicycle, to provide law enforcement support, deter crime, and maintain a safe environment for students, staff, faculty, and visitors; responds as dispatched to calls enforcing mandated laws and regulations and compelling compliance with District rules, policies, and procedures.
2. Investigates traffic accidents, property damage, fires, law violations, theft, and disturbances of the peace; pursues and apprehends violators and suspects; makes arrests; collects, preserves, and transports physical evidence; maintains the chain of custody; photographs crime scenes; interviews suspects, witnesses, and victims; conducts preliminary and follow up investigations incident to arrests including preparation of required forms and disposition of property.
3. Prepares clear, concise, and understandable criminal and non-criminal reports for the District, as well as the District Attorney's office and other law enforcement agencies; appears and testifies in criminal and traffic courts.
4. Maintains crowd and traffic control at District special events; enforces parking regulations on and off campus.
5. Processes and serves warrants.
6. Provides college related services such as transport of District currency and assisting with building and vehicle locks/unlocks.
7. Responds to various medical emergencies according to established procedures; performs CPR/First Aid as necessary; summons appropriate medical personnel.
8. Provides information and responds to inquiries from students, faculty, staff, and visitors; provides directions to campus locations and information related to District programs and services; responds to faculty and staff requests for assistance in the classroom and around campus.
9. Conducts safety presentations; participates in the District's community education and crime prevention programs.

10. Participates in District-provided in-service training programs.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operations and services of a public safety law enforcement department.
2. Basic principles and practices of criminal law as it relates to work performed.
3. Methods and techniques of conducting investigations.
4. Methods and techniques of interviewing and eliciting information from victims, witnesses, and suspects.
5. Court procedures in criminal and civil cases.
6. Principles, practices, and methods of effective public safety and emergency response and evacuation.
7. Techniques to understand geography, maps, streets, landmarks, and driving directions.
8. Applicable federal, state, and local laws, regulatory codes, and procedures relevant to public safety operations.
9. Safety practices and equipment related to police work.
10. Operational characteristics and the use and care of standard police equipment, including vehicles, personal protective equipment, and firearms.
11. Techniques of first aid and Cardiopulmonary Resuscitation (CPR).
12. Recordkeeping and reporting methods, techniques, and procedures.

Ability to:

1. Patrol assigned areas and respond quickly to requests for law enforcement services.
2. Pursue, subdue, and control and/or physically restrain suspects.
3. Obtain necessary information from individuals in stressful or emergency situations.
4. Collect, transport, and preserve the chain of custody of evidence obtained from crime scenes, individuals, and investigations.
5. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
6. Investigate and interview individuals concerning crime, traffic, and related incidents.
7. Prepare clear, comprehensive, and concise reports and other information.
8. Work confidentially with discretion.
9. Understand scope of authority in making independent decisions.
10. Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
11. Operate radio communication equipment.
12. Operate a patrol vehicle and patrol equipment in a safe and effective manner.
13. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
14. Maintain and operate personal protective equipment including firearms.
15. Exercise independent judgment within general policy and procedural guidelines.
16. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
19. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
20. Provide efficient, high-level customer service to the public, vendors, contractors, and District

personnel.

Education and Experience:

Completion of the twelfth (12th) grade; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.
2. Graduation from a California P.O.S.T. Police Academy within the past three (3) years or possession of a current basic California P.O.S.T. certificate.
3. Possession of valid Standard First Aid and CPR certificates, which must be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification, and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards. Employees must possess vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects, and equipment as determined within P.O.S.T. physical standards, which may include the use of proper equipment.

Positions also work in a secondary office or station environment and use standard office equipment, including a computer.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in outdoor conditions and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must participate in medical and psychological evaluations and submit to a thorough background investigation. Must meet all the minimum standards set forth in California Government Code Section 1031 and not be disqualified by any factor set forth in California Government Code Sections 1029 and 1031.5. These include, but are not limited to, the highest standards of personal integrity and honesty. Employees in this classification are subject to day, evening, and night shift assignments and weekend/holiday duty.