

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: COLLEGE POLICE OFFICER**

**DEFINITION:**

Under supervision, to protect college employees, students, and the general public; to patrol and safeguard college property, to maintain law and order, to do other work as required.

**EXAMPLES OF DUTIES:**

Patrols campus buildings and grounds on foot or by vehicle; protects individuals and controls crowds during assemblies or disturbances, investigates and prepares written reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace; gathers evidence and interviews witnesses; apprehends violators, testifies in court as necessary; guards property against fire, theft, vandalism, and illegal entry, gives information and directs the public; administers first aid; assists in the orientations of District personnel regarding security measures; may supervise other security personnel.

**LICENSE REQUIRED:**

A valid, appropriate California driver's license.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

Investigative and law enforcement procedures.  
Criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors and felonies, First aid.

Ability to:

Meet specific physical, psychological and medical requirements established by the College;  
Obtain a Basic Certificate issued by the State Commission on Peace Officers Standards and Training within one year after appointment date;  
Observe and remember names, faces, numbers, incidents, and places;  
Judge situations and persons accurately; Respond quickly and effectively in emergency situations;  
Write accurate and comprehensive reports;  
Use and care for firearms;  
Establish and maintain cooperative relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

An Associate Arts Degree in Police Science and one year or law enforcement experience; or successful completion of a qualified police reserve academy. Public law enforcement or school district security experience preferred.

May 1973  
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