



JOB TITLE: COLLEGE POLICE OFFICER

Classification: Classified
Salary Range: 1

Retirement Type: PERS*
Revised/Board Approved: September 13, 2004

BASIC FUNCTION:

Under supervision, to perform law enforcement and crime prevention work; 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.

REPRESENTATIVE DUTIES:

Patrol campus buildings and grounds on foot, bike or by vehicle.

Answer calls for the protection of life, property, and the enforcement of local, county and state laws.

Protect individuals and control crowds during assemblies or disturbances.

Investigate and prepare written reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace.

Gather evidence and interview witnesses.

Apprehend violators, testify in court as necessary.

Guard property against fire, theft, vandalism, and illegal entry.

Give information and direct the public.

Administer First Aid.

Assist in the orientation of District personnel regarding security measures.

May supervise other security personnel.

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Police Officer Trainee. High school diploma or G.E.D. certificate.

Pre-Service: Graduation from a Peace Officer Standards and Training (P.O.S.T.) certified police academy.

Community colleges that offer P.O.S.T. certified academy training in the intensive format, modular format or extended format are all acceptable.

Lateral Entry: Possession of a P.O.S.T. Basic Certificate and one year full-time law enforcement experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Investigative and law enforcement procedures.

Criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors and felonies.

First Aid.

Abilities/Skills:

Establish and maintain effective working conditions in a diverse multi-cultural and multi-ethnic educational environment.

Successfully complete a Peace Officer Standards and Training (P.O.S.T.) certified Police Training Academy and meet all District and State requirements needed to obtain a P.O.S.T. Basic Certificate.

Observe and remember names, faces, numbers, incidents and places.

Assess 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.

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence.

Learn law and ordinances relating to theft, burglary, arson, and malicious mischief and trespassing.

Learn District and campus rules and regulations regarding security, safety and conduct.

Interpret and follow oral and written instructions.

Learn to write clear and concise reports.

Learn to interview suspects, complainants and witnesses.

Respond quickly and effectively in emergency situations.

Analyze situation and adopt an effective course of action.

Perform duties under scheduled working conditions.

Accept direction from others willingly.

Use restraint in enforcement.

DESIRABLE QUALIFICATIONS:

Completion of sixty (60) college units or possession of an Associates degree is highly desirable.

Attendance at a community college P.O.S.T. certified police academy is desirable.

PERSONAL CHARACTERISTICS:

Demonstrate an interest in law enforcement; possess effective interpersonal skills enabling a candidate to deal effectively with a diverse population of students, staff and the public; exhibit a pleasant, cooperative and polite attitude in carrying out law enforcement duties; ability to remain calm and maintain order in emergency or threatening situations.

Licenses or Other Requirements:

Obtain a Basic Certificate issued by the State Commission on Peace Officers Standards and Training within one year after appointment date.

Meet specific physical, psychological and medical requirements established by the College.

Possess a valid Class "C" California Driver's license.

U.S. Citizen or a Permanent Resident Alien who is eligible for and has applied for citizenship prior to testing.

Have reached 21st birthday at time of application.

Successfully pass a physical agility test, an in-depth background investigation; psychological and polygraph examinations.

Completion of sixty (60) college units or possession of an Associates degree is highly desirable.

PHYSICAL REQUIREMENTS:

Applicants must satisfactorily complete an in-depth medical examination. Applicants must be in good physical condition, free from disease or defects that would interfere with the satisfactory performance of the duties of this position.

VISION: At least 20/100 in each eye without correction, correctable to 20/30 in each eye.

COLOR VISION: Anything other than minor hue impairment is disqualifying.

HEARING: No greater than 25 dB loss in the better ear as average over the test frequencies of 500, 1000, 2000 and 3000 HZ. In the case of questionable, unusual or borderline hearing loss, the applicant's qualifications will be determined by a medical Doctor.

TRAINING:

The training program consists of academy coursework, on-the-job training exercise, and a review by the College Police Chief. Successful completion of the Police Training Academy is a requirement to be eligible for promotion to the position of Police Officer. Failure to maintain satisfactory progress during the training program or to satisfy the District or P.O.S.T. requirements for promotion to College Police Officer will end a candidate's eligibility for participation in the program and employment with the District.

SALARY PLACEMENT:

A person hired as Police Trainee shall be paid a salary rate 10% below Step A of the Police Officer salary schedule. The Police Trainee shall be paid his salary from the first date of employment through the successful completion and graduation from a P.O.S.T. certified Police Academy.

WORKING CONDITIONS:

Sit in patrol car for long periods of time.

Walk/move to various locations on campus.

Run, jump, crawl, climb, bend, reach, stoop to perform duties.

Lift and drag 165 pounds.

May be requested to work overtime for special events.

Use of weapons.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.