



Approved by the Board of Trustees on September 12, 2023  
FLSA: Non-Exempt

## **CAMPUS POLICE OFFICER**

### **DEFINITION**

Under direction, patrols the campus for the security and protection of lives and property; maintains order, security and prevents illegal acts; enforces campus parking and traffic regulations, and state and local laws; performs specialized administrative and investigative duties relating to campus incidents; issues citations and makes arrests as necessary; provides information and assistance to the public; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the sworn, classification in the Campus Police Officer series. Positions at this level perform the full range of sworn peace officer duties as assigned, working independently, and exercising judgment and initiative. Positions 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 work unit. This class is distinguished from Campus Police Senior Officer in that the latter is the advanced journey level in responsible for performing the more complex police officer duties such as serving as the Field Training Officer and providing functional direction and training to lower level sworn or non-sworn staff as assigned on an as needed basis.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Patrols the assigned area to protect lives and property; observes situations; reports and inspects suspicious and criminal activity, or hazardous conditions; and deters crime by providing high visibility patrols.
- Responds to calls for service, disturbances, thefts, burglaries, vehicle accidents, disputes, suspicious activities, and other incidents to resolve problems, diffuse situations, enforce laws and ordinances and take action; detects, apprehends, arrests, and transports suspected or convicted criminals.
- Investigates crime scenes; gathers and preserves evidence to ensure the proper chain of custody; interviews victims, witnesses and suspects.
- Maintains contact and positive relationships with students, faculty, staff, and the public; provides information regarding potential law enforcement problems; provides information, directions, and assistance in a variety of situations; takes reports and assists with complaints or unusual situations.
- Patrols campus parking lots and streets; checks for vehicle permits and improper parking; enforces traffic laws; stops drivers who are operating vehicles in violation of laws and warns drivers against unlawful practices; issues citations for non-compliance with parking and moving regulations; investigates traffic accidents and determines causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles, as necessary.
- Communicates with other law enforcement agencies, District personnel, and various outside organizations to exchange information, coordinate activities, and resolve issues or concerns;

collaborates with other law enforcement agencies in the investigation of various crimes as appropriate; assists in preparing, documenting, and developing cases for court; testifies in court as required.

- Investigates unusual conditions, take immediate action to reduce danger; notifies the Chief of Campus Police or proper agencies regarding vandalism, illegal entry, fire, and related situations.
- Prepares a variety of reports and other information relating to observed violations, including incident reports and other documentation on situations observed and actions taken.
- Prepares and investigates incidents of student misconduct and completes student discipline reports; notifies necessary District personnel.
- Provides security escort for students, staff or visitors, and security at special events; directs traffic in emergency or congested situations.
- Transports currency deposits to the bank and delivers confidential, sensitive and/or legal documents to other departments or employees on campus.
- Maintains proficiency with and carries firearm, baton, and chemical agents; operates equipment such as two-way radio, camera, computer, patrol vehicle, handcuffs, and other devices.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations and services of a community college police department.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Rules of evidence regarding search and seizure, the preservation of evidence, and the chain of custody.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Methods and techniques of preparing a diverse range of police and business or administrative reports.
- Traffic control methods and techniques.
- Methods and techniques of interviewing suspects, victims, and witnesses.
- First aid and CPR.
- Safe operation of a motor vehicle in patrol, fast speeds, and emergency conditions.
- Principles and practices of record-keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Patrol the campus to observe and detect potential criminal activity to ensure the protection and safety of District students, faculty, staff, general public, and property.
- Observe and document incident details accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Respond to crime and emergency scenes and take immediate and appropriate action; take command while dealing with disorderly or emergency situations.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department in meetings with governmental agencies; community groups; various business and professional, organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Education:

- Equivalent to completion of the twelfth (12th) grade.

#### Experience:

- Completion of the required P.O.S.T. academy.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Basic P.O.S.T. Certificate, to be maintained throughout employment.
- Possession of a valid First Aid and CPR certification to be maintained throughout employment.
- Possession of, or ability to obtain within two (2) years of employment a Campus Law Enforcement Course Certification.

### **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, 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 or incident scenes and to identify problems or hazards. 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 and/or assistance from other staff.

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

### **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 no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

### **WORKING CONDITIONS**

Must be able to pass a detailed background investigation, physical and psychological examination, and in-depth interview with the Chief of Police. Must be able to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.