

**POLICE SERVICES SPECIALIST**

**DEFINITION**

Provides assistance to College Police and department office staff. Act as police dispatcher and trainer, maintain lost and found program and cadet training program. Perform follow-up investigations on criminal activity, file criminal complaints with the District Attorney's office, manage police records, monitor vehicle maintenance, and be responsible for cadet training program.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the College Police Captain. Assignments may require coordination of other police department activities.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Acts as lead police dispatcher.

Coordinates police cadet training program.

Files criminal complaints; log and track Police Officer court appearances.

Assists with the maintenance of police records.

Assists with the lost and found property and evidence programs.

Assists in background investigations on new Police Officer hire.

Assists with investigations and prepare reports on campus crimes.

Data entry; assists staff with computer operations.

Statistical analysis, tracking, and reporting campus police activity.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Computer software programs.

Law enforcement procedures.

District policies, rules, and regulations.

Hiring and training procedures set forth by state and local laws.

## **QUALIFICATIONS (continued)**

Report writing and verbal articulation.

### **Ability to:**

Communicate effectively with a diverse population of staff, students, public, and other law enforcement agencies in a multi-cultural environment.

Make thoughtful decisions and take effective action in emergencies.

Interpret and apply laws and regulations related to a college environment.

Work independently; evaluate, analyze, and determine course of action.

Operate a computer and become familiar with various software programs.

Write reports, conduct statistical analysis.

Keep accurate records.

Coordinate the work of lower-level staff.

Follow instructions; give input and direction.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Graduation from high school or equivalency and two years of law enforcement experience.

Possess a PC 832 POST Certificate.

Become 832.2 POST Certified within one year of employment with the District.

Be in possession of a California driver's license, CPR and First Aid Card at time of hire.

### **Desirable:**

Experience working in an educational environment.