

**POLICE OFFICER**

**DEFINITION**

The Police Officer is a sworn position within the College Police Department. Police Officers perform work in the protection of life and property through the enforcement of laws and Board policy. Apprehends and arrests suspects, investigates unsafe and hazardous conditions, provides first-aid, responds to requests for assistance and reports of crime in progress, investigate incidents and prepare appropriate reports. May work weekends, overtime, holidays, and variable shifts.

**DISTINGUISHING CHARACTERISTICS**

Police Department personnel assigned to this classification are authorized to carry firearms. This classification is distinguished from Police Trainee and Police Cadet.

Upon appointment the classification of Police Officer, the incumbent will be placed on a twelve-month period of probation as specified by the California Commission on Peace Officer Standards and Training.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision received by the Chief of Police.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

**EXAMPLES OF DUTIES**

Patrols District property to discourage and apprehend lawbreakers; to detect fire, safety and health problems; to provide physical security for buildings and District property.

Responds to requests for assistance or reports of criminal activity by going to the scene, determining the facts available at the crime scene and reporting information to the Chief of Police and the Police Sergeant.

Responds to requests to investigate unsafe conditions that may pose a hazard to the safety or health of students and employees.

Performs emergency first aid and stabilizes injured persons prior to the arrival of paramedics.

Arrests, searches and interrogates suspects.

Patrols parking lots; regulates traffic; issues parking and traffic citations and warnings.

Provides appropriate service, including information and assistance, to all members of the college community consistent with college policies and practices.

Gathers evidence and testify in court as required.

Investigates reports of criminal activity and violations of State and Federal statutes, codes and District regulations.

Prepares investigative reports for follow up and/or filing with appropriate law enforcement officials.

## **EXAMPLES OF DUTIES (continued)**

Takes appropriate police action to assist the public as required by law.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Ability to:**

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

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

Interpret and follow oral and written instructions.

Write clear and concise reports.

Interrogate suspects and interview complainants and witnesses.

Respond quickly and effectively in emergency situations, analyze and determine an effective course of action.

Perform duties under various working conditions depending on shift rotation including weekends.

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

Objectively evaluate the proper police procedure to take in enforcement of the law utilizing precaution and restraint.

Remain calm and maintain order in emergency or threatening situations.

Interview, train, and provide work direction to student workers.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Graduation from high school or its equivalent.

Completion of a P.O.S.T. certified police academy.

### **Medical/Psychological Standards:**

All incumbents must pass a pre-placement medical examination and a psychological evaluation.

Hearing: Acceptable to District medical standards.

Vision: Acceptable to District medical standards, including correct color vision.

Weight: Weight in proportion to height according to medical standards.

**EMPLOYMENT STANDARDS (continued)**

**Special Qualifications:**

Must possess a valid California driver's license by date of hire.

Must be 21 years of age at the time of appointment as a peace officer.

Must be a United States Citizen or a permanent resident alien who is eligible, and has applied for, citizenship.

**Desirable Qualifications:**

Degree in Administration of Justice.