

POLICE COMMUNITY SERVICE OFFICER

DEFINITION

Provides technical police service in crime prevention, crime investigation and crime response that does not require full police officer authority. Assists Police Officers in maintaining law and order on campus.

A Police Community Service Officer will work on an assigned shift and is subject to working weekends, holidays and rotating shifts with mandatory overtime. The position of Police Community Service Officer is a non-sworn position within the Police Department and participates in the Public Employees Retirement System, School Employee 2% at age 55.

DISTINGUISHING CHARACTERISTICS

This technical classification within the College Police Department provides support for law enforcement activity. Depending upon the needs of the Police Department, incumbents will be assigned to perform a variety of duties, including parking enforcement and security functions. Assignments and objectives are set daily for the Community Service Officer and established work procedures will be followed.

SUPERVISION RECEIVED AND EXERCISED

Supervision received by the Chief of Police or a Police Sergeant.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Enforces traffic and parking ordinances.

Writes parking citations.

Investigates non-injury traffic accidents.

Performs traffic control.

Responds to and investigate traffic complaints.

Participates in crowd control activities.

Responds to non-emergency calls for service.

Interviews witnesses and take statements.

Writes non-criminal, routine incident reports.

Assists in crime scene investigation.

Patrols District property to discourage and apprehend lawbreakers.

Observes and reports hazardous conditions.

Provides physical security for buildings and District property.

EXAMPLES OF DUTIES (continued)

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

QUALIFICATIONS

Ability to:

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

Interpret and follow oral and written instructions.

Apply verbal and written communication techniques.

Prepare concise and accurate reports.

Deal effectively with the public utilizing conflict resolution techniques.

Receive and respond to verbal and written orders.

Conduct routine investigations.

Work independently within established policies and procedures.

Demonstrate resourcefulness, courtesy and initiative.

Prepare and make public presentations.

Interview complainants and witnesses.

Perform duties under scheduled working conditions.

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

Learn and apply applicable laws, rules and regulations.

Know and understand all aspects of an assigned duty.

Analyze work papers, reports and special projects.

Accurately transcribe statements and accounts given by witnesses.

Identify potential safety hazards.

Learn and obey the policies and procedures of the Glendale Community College Police Department.

Walk and stand for long periods of time during field activities.

Understand and follow both oral and written instructions.

QUALIFICATIONS (continued)

Effectively communicate with and elicit information from upset and irate citizens.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Remain calm and maintain order in emergency or threatening situations.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Graduation from high school or its equivalent.

Completion of a P.O.S.T. certified Penal Code 832 with firearms course and a Penal Code 832.3 course.

One year of experience working as a police cadet or security officer.

Medical and 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 P.O.S.T. medical standards.

Special Qualifications:

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

Must be 21 years of age at the time of appointment.

Must meet all employment standards established by the California Commission on Peace Officer Standards and Training.

Desirable:

Two or more years of experience working as a police cadet or security officer in an educational environment.