

POLICE OFFICER

DEFINITION

Under general supervision from a Police Sergeant, the Police Officer's primary role is to prevent crime and the breach of public order. Primary responsibilities include protecting students, faculty, staff, and campus visitors; enforcing laws and traffic and parking regulations; apprehending violators; conducting criminal investigations; providing general information and assistance to the public; and participating in Community Oriented Policing efforts.

Police Officers serve as first responders on College property, and as directed through inter-agency agreements, and as liaisons to a wide variety of local and federal authorities, including the County Fire Department, Federal Bureau of Investigation, Drug Enforcement Administration, County Sheriff's Department, District Attorney's Office, and others. The Police Department operates 24 hours per day, 7 days per week.

SUPERVISION RECEIVED AND EXERCISED

Receives general day-to-day supervision from a Police Sergeant. Incumbents also receive oversight and direction from the Chief or Deputy Chief of Police. May provide technical and functional direction to student workers, hourly workers, and departmental staff, as assigned. In the course of protecting safety and property, may give direction to faculty, staff, students, and campus visitors.

CLASS CHARACTERISTICS

This class is a fully sworn peace officer per California Penal Code section 830.32 and California Education Code section 72330. Members of this class enforce applicable federal, state, city, and county laws; enforce College rules and regulations; make arrests, write reports, testify in court, control traffic, and control parking; patrol buildings, grounds, and other College property; provide for the safety and protection of students, visitors, and personnel.

This class conducts criminal investigations and writes complex criminal and civil reports; maintains a high degree of independence, initiative, and interaction with all constituents of the College community and general public; incorporates Community Oriented Policing and problem solving methodologies; must integrate professional knowledge and law enforcement service with the culture of the diverse educational environment to accomplish Department and College objectives and goals.

This class is distinguished from the Public Safety Officer II in that the Police Officer has full peace officer authority throughout the state of California and requires Peace Officer Standards and Training (POST) basic academy training. This is further differentiated from the Police Sergeant in that the latter has management and general oversight of department employees.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Patrols the campus by foot or by vehicle and answers calls to protect personnel, property, and facilities independently or with other departmental personnel.
2. Enforces laws, traffic regulations, and safety regulations; escorts people off campus (e.g., disruptive students, disruptive non-students); apprehends and arrests violators.
3. Provides security and crowd control for large gatherings such as sporting events, dances, concerts, protests, job actions, and campus activities.
4. Investigates and records irregularities that occur during assigned shifts and takes necessary action within limits of prescribed policies and procedures to correct the situation.
5. Responds to traffic accidents and document accidents within a detailed report.
6. Performs surveillance for criminal investigations.
7. Identifies safety hazards on campus and reports them to the appropriate department for repair.
8. Prepares written reports of violations of law or unusual occurrences.
9. Maintains a log of daily activities.
10. Responds to and investigates accidents and injuries relating to the campus; conducts follow-up investigations to initial reports, which may require officers to travel off campus to businesses and homes.
11. Gathers, processes, and maintains integrity of evidence and interview witnesses; appears in court and testifies as arresting or investigating officer.
12. Maintains confidentiality relative to matters under investigation.
13. Actively employs Community Oriented Policing methods.
14. Exercises reasonable judgment in carrying out duties, especially use of force.
15. Maintains effective liaison activities with local law enforcement agencies, including responding to the requested assistance from the Los Angeles County Sheriff's Department for traffic and crime related incidents and assisting the Los Angeles County Animal Control officers in the capture and confinement of stray and dangerous animals on campus.
16. Appropriately responds to reported incidents of sexual violence in accordance with applicable laws and regulations.
17. Attends mandatory department training to maintain required California POST standards to include firearms, defensive tactics, and criminal law.
18. Performs special assignments such as, but not limited to, emergency planning, student worker program, evidence and property, crime prevention, gangs, or specific grant funded assignments. May also be selected to serve as a detective or field training officer.
19. Provides related support services as needed, such as locking and unlocking buildings and facilities; call-outs of facilities, grounds, custodial, academic, and administrative personnel for incidents occurring during evenings, weekends, holidays, and special events.
20. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
21. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

22. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
23. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
24. Prepares and delivers oral presentations related to assigned areas as required.
25. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles of conflict resolution.
3. Thorough knowledge of current law enforcement methods and procedures.
4. Operations, services, and activities of a law enforcement agency.
5. Applicable court procedures.
6. Police radio equipment, law enforcement radio protocols, and codes.
7. Computers and standard computer software programs, including law enforcement databases.
8. Various firearms, non-lethal weapons, and other common law enforcement equipment (e.g., handcuffs).
9. Techniques and applications of self-defense, the proper use of force, and de-escalation tactics.
10. Operational characteristics of police equipment, vehicles, and tools including firearms.
11. Federal, state, and local laws, regulations, and sub-regulations to include California Penal and Vehicle codes; College policies and procedures; U.S. and state of California constitutions.
12. College Student Code of Conduct and Discipline procedures.
13. Title IX and Clery Act laws, regulations, and responsibilities.
14. Patrol techniques; crime prevention; crime scene documentation including evidence preservation.
15. Rules of evidence pertaining to search and seizure.
16. Principles and practices of data collection and analysis.
17. Interview and interrogation techniques pertaining to witnesses, victims, and suspects.
18. Drug and other substance use recognition.
19. Crowd control techniques.
20. Parking enforcement and traffic control.
21. Methods and techniques of report preparation and writing.
22. Principles and applications of public relations.
23. Techniques for providing a high level of customer service.
24. Principles and procedures of record keeping and filing.
25. Proper English usage, spelling, grammar, and punctuation.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Assess the appropriate use of force options and de-escalation tactics.
5. Respond to life-threatening situations and take appropriate action as necessary.
6. Provide traffic and crowd control during large-scale events.
7. Answer questions from students, employees, and the general public regarding laws, regulations, incidents, or services.
8. Provide training for department staff in such areas as defensive tactics, use of firearms, defensive driving, crowd control, use of chemical agents, and other specialized functions.
9. Speak in public and make presentations representing the Department and the College.
10. Demonstrate standard procedures for the use of police radios and telephones.
11. Read, understand, and interpret standard official legal documents.
12. Read, correct, and prepare clear and concise reports and routine correspondence.
13. Effective oral and written communication skills; follow and understand written and oral instructions.
14. Work independently; exercise judgment and discretion in analyzing, resolving, and making critical decisions with minimal supervision.
15. Determine appropriate level of force response when encountering combative or disruptive persons.
16. Effectively handle and resolve problems, both in person and over the telephone, involving diverse individuals and situations, often times when situations may be confrontational or stressed.
17. Demonstrate sensitivity to, and respect for, a diverse campus and community population.
18. Communicate tactfully and effectively, and establish and maintain cooperative working relationships with students, faculty, staff, and all other members of the campus community to resolve a wide variety of sensitive situations.
19. Effectively conduct a variety of criminal and special investigations.
20. Accurately observe and remember names, faces, numbers, incidents, and places.
21. Learn the geography of the campus and local area.
22. Use and care for firearms and other specialized police equipment and vehicles.

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:

1. Equivalent to the completion of the twelfth (12th) grade; and

2. Graduation from a POST Certified academy with a Basic Course Certificate within the past three years; or
 - a. Employment as a California peace officer at a POST law enforcement agency within the past three years.
3. Working knowledge of current law enforcement methods, procedures, criminal codes, and laws.
4. Three (3) years' experience in effectively carrying out job duties related to this position in a public safety or police department.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses, Certifications, and other requirements:

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Must be at least 21 years of age.
3. Complete and pass an Automatic External Defibrillator course.
4. Possession of a POST Basic Certificate for appointment as a peace officer, as per Penal Code 830.32 and Education Code 72330.
5. Pass a POST background check to include a psychological and medical examination completed within 30 days of a conditional offer of employment.
6. Be a citizen of the U.S. or be a permanent resident alien who is eligible for and has applied for citizenship (Government Code Section 1031(a)).
7. Obtain and maintain an American Red Cross First Aid and CPR certification or equivalent College-approved certification.
8. Have no felony convictions nor misdemeanor convictions.

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Must have the ability to operate specialized law enforcement tools and equipment including firearms, expandable batons, chemical agents, and handcuffs. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and

devices. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, during all hours of the day and night, including weekends; are occasionally exposed to loud noise levels including sirens and firearms training, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in potentially hostile environments and be involved in interpreting and enforcing College policies and procedures as well as California Penal Codes and Vehicle Codes.

Amended: 7/2023