

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: COLLEGE POLICE OFFICER**

### **BASIC FUNCTION:**

Under the direction of the Chief Safety Officer and with work direction from an assigned Sergeant, College Police and Safety patrol the campuses of Southwestern College to provide for the safety and security of persons and property; ensure enforcement of the California Penal Code, Vehicle Code, and all other applicable statutes, codes, and District policies.

### **REPRESENTATIVE DUTIES:**

1. Patrol on- and off- campus sites, including but not limited to buildings, classrooms, restrooms, and parking lots by foot, cart, or vehicle in order to maintain security and order; inspect, identify, document, and follow-up on unusual conditions, potential hazards, and security risks; report presence of unauthorized persons on grounds or in District buildings; act upon observations made. **E**
2. Determine actions to be taken in various situations including those involving disruptive and/or violent persons; carry and use lethal and non-lethal weapons as necessary and appropriate; initiate arrests, detentions, or consensual encounters with persons. **E**
3. Investigate reports of criminal activity; interview and take appropriate action to assist crime victims; interview witnesses; collect physical evidence; photograph crime scenes and evidence. **E**
4. Record and document incidents in patrol log; prepare reports related to observed violations including use-of-force reports, arrest reports, criminal citations, notices to appear, warrantless arrest reports, and property evidence reports. **E**
5. Apprehend and/or identify crime suspects; arrest, cite, and book crime suspects per California Penal Code and District Memorandum of Understanding; question and advise suspects of constitutional rights. **E**
6. Take immediate action to reduce danger and possible malfunction of equipment; notify proper agencies or persons regarding impaired equipment. **E**
7. Respond to calls for service; provide security escort for students, staff or visitors as needed; assist persons with vehicles in parking lot. **E**
8. Conduct narcotic and alcohol field testing. **E**
9. Patrol campus parking lots and streets; check for vehicle permits and improper parking; conduct traffic stops; issue citations for non-compliance with parking regulations; ensure the safe movement of vehicles in the parking areas; ensure parking lots and roadway are clearly marked. **E**
10. Answer telephones at station; respond to inquires and provide information to visitors, students and staff. **E**
11. Work closely with other law enforcement agencies. **E**

## **Campus Police Officer - Continued**

12. Participate in crime prevention work; prepare and deliver presentations on campus safety to students, faculty, staff, and the public. *E*
13. Appear in court as a witness or as arresting officer as required. *E*
14. Provide CPR and First Aid as needed. *E*
15. Collect money from parking meters, permit dispensers, and change machines throughout the campus; operate coin counting machines to separate and count money; roll and secure money according to established practices. *E*
16. Attend training programs including those on crime prevention, drug and alcohol testing, defense tactics, lethal and non-lethal weapons, traffic stops, report writing, and legal updates as needed or mandated. *E*
17. Provide work direction to student workers and others as assigned.
18. Perform related duties and responsibilities as required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Pertinent Federal, State, and local laws, codes, and regulations including applicable sections of state Education Code, Government, Vehicle, Penal, and Safety Codes, and juvenile law.
- Rules of evidence pertaining to search, seizure, and preservation.
- Police methods and procedures including patrol, crime prevention, traffic control, investigation, and identification procedures and techniques.
- Applicable court procedures.
- Techniques and applications of self defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and applications of public relations.
- English usage, spelling, grammar, and punctuation.
- Record-keeping and report writing techniques.
- Interpersonal skills using tact, patience and courtesy.

#### **ABILITY TO:**

- Interpret, apply, explain, and enforce District, local, state, and federal laws, codes, rules, regulations, policies, and procedures.
- Learn the geography of the local area.
- Learn standard broadcasting procedures of a police radio system.
- Perform a wide range of law enforcement assignments.
- Think clearly and behave appropriately in emergency situations.
- Judge situations/people accurately.
- Use and care for firearms and other specialized police equipment and vehicles.
- Operate equipment including emergency alarm systems, two-way radio, camera, typewriter, computer, and copier.
- Conduct a variety of criminal and special investigations.
- Accurately observe and remember names, faces, numbers, incidents, and places.

## **Campus Police Officer - Continued**

- Use discretion in handling difficult persons.
- Control violent people and affect arrests.
- Prepare clear and concise reports and routine correspondence.
- Work independently in the absence of supervision.
- Communicate tactfully and effectively with students and the public.
- Understand and correct emergency alarm systems.
- Observe legal and defensive driving practices.
- Understand and work within scope of authority.
- Remain alert at all times.
- Maintain high ethical standards and behavior.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and currently enrolled in a California POST Basic Academy (verification of enrollment required) with at least 50% completion of total courses of instruction for academy curriculum, including academic and fitness that meets or exceed POST standards; POST Basic Academy must be completed within six months of employment.

### **DESIREABLE QUALIFICATIONS:**

**Academy Graduate:** Completion of a CA POST approved academy; or possession of a current California POST Academy certificate (copy of certificate required) dated within 3 years; or POST re-certification dated within the last three years.

### **OR**

**Lateral Entry:** Currently employed as a full time paid sworn peace officer in the State of CA with a law enforcement agency with at least one-year of continuous full-time law enforcement experience at the time of application.

### **LICENSES AND OTHER REQUIREMENTS:**

- Possession of a valid POST Basic certificate, or ability to obtain within one year of completing the POST Basic Academy.
- Successful completion of Government Code section 1031 requirements and psychological, medical and background investigation.
- Certification in the use of various lethal and non-lethal weapons.
- Possession of, or ability to obtain within the first year of employment, appropriate, valid first aid and CPR certification including certification in Automated External Defibrillator.
- Valid California driver's license and a safe driving record.
- Completion of P.C. 832 and 832.2 training.

## **Campus Police Officer - Continued**

- Successful completion of the Southwestern College Police Department Field Training Program within the first year of employment.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Work may require evening, weekend and holiday hours.

Work requires being on call during off-duty hours.

Adverse weather conditions.

#### **PHYSICAL ABILITIES:**

Physical condition necessary for apprehension of suspects.

Dexterity of hands and fingers to operate specialized police equipment including firearms.

Operating motorized equipment and vehicles.

Positioning and maintaining traffic barricades.

Reaching overhead, above the shoulders and horizontally.

Running and walking over rough or uneven surfaces.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information and give presentations.

Seeing to read a variety of materials.

Sitting, standing, or walking for extended periods of time.

#### **HAZARDS:**

Contact with hostile and/or abusive individuals.

Contact with blood and other body fluids.

Work involves potentially dangerous situations.

Potential physical hazards involved in intervening in fights and other anti-social, illegal, and violent behavior.

Use of lethal and non-lethal weapons.

Responding to emergencies.

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*Johnson & Associates*

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*Human Resources*