

POLICE SERVICES OFFICER

DEFINITION

To perform law enforcement and crime prevention work on the properties, grounds and facilities of the District; to control traffic flow and enforce State and local traffic regulations; to perform investigative work; and to maintain public safety.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Services Lieutenant. Technical or functional supervision may be provided by higher level police personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Patrol District campuses in radio-equipped car or on foot; enforce District Regulations, county and state laws; and watch for signs of vandalism, fire or unusual situations.

May conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, death and other criminal incidents.

Make arrests as necessary including warrant arrest; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; and testify and present evidence in court.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Prepare reports of arrests made, activities performed and unusual incidents observed.

Stop drivers who are operating vehicles in violation of laws or District Regulations; warn drivers against unlawful practices; issue citations and make arrests as necessary.

Collect monies from parking machines and meters; prepare reports of cash receipts, monies collected and other parking activities.

Check buildings for physical security; monitor security system.

Perform routine minor repair of permit machines and parking meters.

Prohibit the admittance of unauthorized persons to District facilities.

Fingerprint new District employees.

Direct traffic at fire, special events and other emergency or congested situations.

Maintain contact with public regarding potential law enforcement problems and preserve good relationships with the general public.

(Over)

EXAMPLES OF DUTIES (CONTINUED)

Develop and deliver public safety presentations.

Provide protective escorts to students, staff and the public; deliver, or protect the delivery of, money to campus and off-campus locations.

Assist in the performance of special investigative and crime prevention duties as required.

Respond to medical emergencies; administer first aid as necessary.

Attend in-service training as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and city laws, rules and regulations.

Traffic and parking control.

Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, police records and reports and first aid techniques.

Criminal law and criminal procedure with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

Offensive and defensive weapons nomenclature and theory.

Self-defense tactics.

Common fire hazards and proprietary fire suppression equipment.

Interviewing and interrogation techniques.

Basic mathematic principles.

Skill to:

Learn and interpret District regulations, policies and procedures.

Observe accurately and remember faces, numbers, incidents, and places.

Use and care for firearms.

Prepare accurate and grammatically correct written reports.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Understand and carry out oral and written directions.

Meet the physical requirements established by the Department.

Work independently and without immediate supervision.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

No experience required.

Education:

Graduation from High School, College or University or possession of G.E.D.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Completion of a California P.O.S.T. approved Basic Police Academy or possession of a California P.O.S.T. Basic Certificate at the time of hire.

Completion of Academy and/or employment in a recognized law enforcement agency must have been within the last three years.