



TITLE	CLASSIFICATION	SALARY GRADE
POLICE OFFICER	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2013/14 Classification Review		

**JOB DESCRIPTION:**

Under general supervision, perform law enforcement and crime prevention work including patrol of assigned areas on or about District properties or facilities utilized by the District; serve warrants and make arrests; perform criminal investigations including the preparation of complex criminal reports, and perform extensive follow-up with other law enforcement agencies and the District Attorney’s Office; ensure the safety and security of District properties or facilities utilized by the District; and provide assistance to students, faculty and staff; and perform related work as required.

**SCOPE:**

The Police Officer provides general law enforcement services, enforces and promotes awareness of local, State, and Federal laws; exercises independent judgment and discretion in the performance of law enforcement duties and responsibilities to the District community and general public.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Patrols District property, surrounding areas and facilities utilized by the District as assigned by vehicle, bicycle, or on foot to deter, locate, discover and apprehend persons committing crimes.
2. Respond to calls related to the protection of life and property, traffic incidents, and other emergencies.
3. Reprimands, detains, cites, and/or arrests members of the public for violations of the law; transports to detoxification, mental health, or medical facilities, or books into jail. Provides mutual aid and assistance to other law enforcement agencies as requested and/or circumstances dictate; serves warrants and subpoenas.
4. Conducts both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths; collects and maintains evidence; interrogates suspects and interviews victims, complainants and witnesses; prepares complex criminal reports; responds to subpoenas; and testifies in Superior, Federal, or other judicial court as required; operates CLETS and other law enforcement computer systems.
5. Manages caseload of registered sex offenders, including initial registration, follow up, and coordination with the California Department of Justice.
6. Assesses the need for use of force, including deadly force, and less lethal force options including chemical weapons, impact weapons, physical control holds, and verbal commands.
7. Provides traffic and crowd control; responds to life threatening situations; provides non-police related support services as needed, such as locking and unlocking buildings and facilities, call-outs of maintenance, grounds, custodial, academic and administrative personnel for incidents occurring during evenings, weekends, holidays, and special events.
8. Implements district emergency preparedness plan including emergency evacuation plans, secures perimeters, coordinates fire, medical, communication, utilities, and other emergency services.
9. May collect and transport monies from parking permit machines and meters; may perform minor repairs to parking meters and permit machines.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

10. Answers questions from students, employees and the general public regarding laws, ordinances, incidents or services.
11. Attends mandatory department training to maintain required California POST standards to include firearms range, defensive tactics, and criminal law.
12. Prepares and maintains accurate and complete records, reports, and files; provides documentation to appropriate state, federal, and local agencies as required by law.
13. May be given special assignments such as, but not limited to, emergency disaster planning, cadet program, evidence and property, crime prevention, gangs, or specific granted funded assignments. May also be selected to serve as a detective or field training officer.
14. Provides 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.
15. May serve as lead worker for other classified staff within the department.
16. May supervise student cadets.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Work independently and make critical decisions with minimal supervision; enforce and apply all laws, rules and regulations; read, understand and interpret standard official legal documents; exercise judgment and discretion in analyzing and resolving problems; read, correct and prepare clear and concise reports; follow and understand written and oral instructions; demonstrate sensitivity to, and respect for a diverse population; learn standard procedures for the use of police radios and telephones; speak in public and make presentations representing the department; utilize media equipment; operate alcohol/breath screening devices; face combative, disruptive persons and determine appropriate level of response force; use force and take person into custody without violating their civil and constitutional rights; maintain cooperative working relationships.

**KNOWLEDGE OF:**

Federal, state, and local laws and ordinances; Sonoma County law enforcement protocols; District Policies and Procedures; U. S. and State of California constitution; Bill of Rights; non-lethal and lethal force and weapons use; Parking enforcement and traffic control; patrol techniques; crime prevention; crime scene documentation including evidence collection; law enforcement radio protocols and codes interview and interrogation techniques; surveillance; drug use recognition; crowd control techniques; standard computer software programs, including law enforcement databases.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

## **EMPLOYMENT STANDARDS – Continued**

### *Education:*

Graduation from High school and 60 college units; Associate's degree preferred. Must have completed or must successfully complete approved California basic Peace Officer's Standards & Training (POST) Academy. Must also participate in, and successfully complete approximately 16 weeks of Field Training and must obtain POST Basic Certificate within one year of initial employment.

### *Experience:*

Prior experience in public safety, administration of justice, or human relations.

## **SPECIAL REQUIREMENTS:**

Must successfully complete an extensive background investigation. Must meet the POST Commission recommended peace officer physical and psychological standards, which include specific vision, hearing and other sensory requirements. Must be able to move heavy objects such as equipment (50 lbs or more), and lift and carry injured or intoxicated persons short or long distances while performing duties.

Must be able to communicate in English. Constant exposure to situations which may be dangerous or life threatening. Required to wear various uniforms and body armor, carry and use approved firearms and weapons within the confines of the law in a safe and responsible manner. Must be able to operate a vehicle following POST recommended procedures. Any indiscretions or criminal activity off the job can result in termination with the District and loss of the ability to remain a police officer in the State of California.

## **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and good driving record. Must possess a California Police Officer's Standards and Training basic academy certificate and the ability to obtain a POST basic certificate within one year of employment. Must complete POST minimum required hours of advanced officer course work. Current POST First Aid and CPR training.