

**TITLE: Police Officer**

**CLASSIFICATION: Classified**

**SALARY GRADE: C13**

**SCOPE OF POSITION:**

Under general direction, performs law enforcement and crime prevention work including patrol of assigned areas throughout District properties or facilities utilized by the District. Serves warrants and makes arrests, performs criminal investigations including the preparation of criminal reports, and performs follow-up with other law enforcement agencies and the District Attorney's Office.

**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 by vehicle, bicycle, or on foot to deter, locate, discover, and apprehend persons committing crimes.
2. Responds to calls related to the protection of life and property, traffic incidents, and other emergencies.
3. Practices de-escalation, crisis intervention, communication, defensive tactics, arrest techniques and other alternatives to assess situations fairly and resolve conflict reasonably at a level proportional to the offense and the totality of the circumstances.
4. Reprimands, detains, cites, and/or arrests members of the public for violations of the law. Transports subjects 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.
5. Conducts 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.
6. Prepares criminal reports, responds to subpoenas, and testifies in court.
7. Operates the California Law Enforcement Telecommunications System (CLETS) and other law enforcement computer systems.
8. Manages caseload of registered sex offenders, including initial registration, follow up, and coordination with the California Department of Justice.
9. Provides traffic and crowd control, responds to life threatening situations, and provides non-police related support services.
10. Implements district emergency preparedness plan including emergency evacuation plans. Secures perimeters and coordinates fire, medical, communication, utilities, and other emergency services.
11. May collect and transport monies from parking permit machines and meters. May perform minor repairs to parking meters and permit machines.
12. Responds to questions from students, employees, and the general public regarding laws, ordinances, incidents, or services.

**TITLE: Police Officer**

**KEY DUTIES AND RESPONSIBILITIES – Continued**

13. Prepares and maintains records, reports, and files. Provides documentation to appropriate state, federal, and local agencies.
14. May be given special assignments including cadet coordinator, communications training or field training officer, certified instructor, and/or detective.
15. May 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.
16. May serve as lead worker to other classified and short-term, non-continuing (STNC) employees within the department.
17. May supervise student employees

**KNOWLEDGE OF:**

1. Federal, state, and local laws, ordinances, including local law enforcement protocols.
2. Federal and state constitutions.
3. De-escalation and crisis intervention techniques.
4. Non-lethal and lethal force and weapons use.
5. Parking enforcement, crowd and traffic control, and patrol techniques.
6. Crime scene documentation including evidence collection.
7. Law enforcement radio protocols and codes.
8. Interview and interrogation techniques.
9. Drug use recognition.
10. Applicable technology usage, including standard office productivity software and other appropriate technology.

**ABILITY TO:**

1. Make critical decisions.
2. Enforce and apply all laws, rules, and regulations.
3. Read, understand, and interpret standard official legal documents.
4. Exercise discretion in analyzing and resolving problems.
5. Prepare, review, and revise clear and concise reports.
6. Approach combative, disruptive persons and determine appropriate level of response.
7. Respect individual civil and constitutional rights.
8. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
9. Communicate effectively, both orally and in writing.
10. Exercise appropriate judgement in interactions with others and with work processes.
11. Interact with the public in a helpful, courteous and professional manner.
12. Demonstrate sensitivity to, and respect for, a diverse population.

## **TITLE: Police Officer**

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Graduation from High School or GED and 60 college-level units required.

### **EXPERIENCE:**

Completion of a POST Certified Police Academy provides applicants with the minimum experience for this classification.

### **OTHER REQUIREMENTS:**

- Must meet state guidelines for minimum peace officer selection standards.
- Must successfully complete an extensive background investigation.
- Must meet the following POST Commission recommended peace officer standards:
  - Completion of approved California basic Peace Officer's Standards & Training (POST) Academy.
  - Completion of 16 weeks of Field Training and obtain POST Basic Certificate within one year of initial employment.
  - Physical and psychological standards, which include specific vision, hearing and other sensory requirements.
  - Maintenance of required California POST standards to include firearms range, defensive tactics, and criminal law.
  - Ability to operate a vehicle following POST recommended procedures.
  - Possession of current POST First Aid and CPR training.
- Must satisfactorily complete the Department of Justice (DOJ) California Justice Information Systems (CJIS) certification for the California Law Enforcement Telecommunications System (CLETS) within 2 months of hire.
- Must be able to move heavy objects such as equipment (50 lbs.), and lift and carry injured or intoxicated persons short or long distances while performing duties.
- 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.
- 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 acceptable driving record.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*