

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Community College Police Officer Trainee

Unit: Police

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Job Code: H1250
Original Date: 03/2013
Last Revision: 02/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 31

DEFINITION:

Incumbents in the Community College Police Officer Trainee classification, under the direction of an assigned Field Training Officer, attend the regional police academy with the goal of obtaining their California Basic P.O.S.T. Certificate, while establishing and maintaining effective working relationships with others in an academic environment which includes people with disabilities and people from varied ethnic, socioeconomic and cultural backgrounds. **Until completion of a California Basic P.O.S.T. Academy, this classification does not have powers of arrest and does not carry a firearm.**

DISTINGUISHING CHARACTERISTICS:

The Community College Police Officer Trainee is the San Diego Community College District's entry-level law enforcement position. This classification differs from the sworn Community College Police Officer in that incumbents are not armed, and do not have powers of arrest. Incumbents are employees, required to attend police academy classes. After successful completion of the Academy, Community College Police Officer Trainees are promoted to Community College Police Officers and take the oath of a California Peace Officer.

All new Community College Police Officers are assigned to the Field Training Officer Program (Phase Training) for four months. Phase Training will include varied shifts and assignments and weekend shifts. During Phase Training, new officers will generally be assigned to City College or Mesa College and will, only while under the direction and company of the Field Training Officer, perform and display proficiency in the following areas: arrest suspects, conduct field investigations and detentions, conduct complex investigations, process juvenile offenders, respond to calls for service, and other necessary duties to support the SDCCD mission. Community College Police Officers currently work a 4 day, 10-hour assignment on a rotating shift schedule and perform all the duties of a sworn California Peace Officer as authorized under Penal Code section 830.32(a).

EXAMPLE OF DUTIES:

During the four month-long Field Training Program, and under the direction of an assigned Field Training Officer, duties may include:

- Provide protection, crime prevention, criminal arrests and police services to persons and property on campus grounds, facilities, parking lots, adjacent areas and off-site locations by patrolling by vehicle or foot.
- Perform crime prevention services for life and property; observe and report safety/fire/health hazards and make appropriate recommendations to reduce or eliminate unsafe conditions or the exposure of life and property to criminal acts.
- Arrest adult and juvenile criminal suspects, conduct field interviews and detentions; prepare detailed reports of crimes and arrests, prepare cases for prosecution and testify in court.
- Provide parking and traffic enforcement, investigate traffic accidents, respond to alarm calls and impound vehicles when appropriate.
- Provide money escorts/collections as necessary for District and college offices, events and parking meters.
- Provide emergency and routine medical assistance/first aid as required.
- Proactively initiate crime suppression activities by ensuring the sustained investigation of criminal acts and arrests of criminal suspects.
- Provide public relation services to faculty, staff, students, visitors and the public as requested and when appropriate, including assistance to motorists.

- Provide assistance to local law enforcement agencies when appropriate.
- Provide enforcement, investigation and reports under the Student Code of Conduct, Title IX, and Violence Against Women Act (VAWA).
- Provide services as required and when appropriate in other related duties and assignments.
- Perform related duties as assigned.

DESIRABLE QUALIFICATIONS DURING FIELD TRAINING

Knowledge:

Basic criminal investigation techniques and procedures.
Centralized communications system and procedures.
District and campus rules and regulations regarding security, safety, and conduct.
Federal State and local laws.
Law enforcement methods.
Laws of search, seizure, and arrest.
Oral and written communication skills.
Record-keeping techniques.
Rules of evidence.
Safe operation of a motor vehicle.
Use, care and safety requirements for firearms and non-lethal equipment.

Skills and Abilities:

Administer basic first aid.
Analyze situations accurately and respond quickly and effectively.
Enforce pertinent laws, rules and regulations with tact, firmness and diplomacy.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Organize and write clear and concise reports of factual occurrences.
Recall specific details of information or situations observed.
Understand and follow oral and written directions.
Utilize firearms and non-lethal equipment in a safe manner consistent with District policies.

Training and Experience:

Ability to successfully complete the California Basic P.O.S.T. police academy, pass agility tests, and perform the duties of this classification.

License:

Valid California driver's license.

Special Requirements:

1. Be a citizen of the United States or a permanent resident alien.
2. Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.
3. Be of good moral character, as determined by a thorough background investigation and polygraph examination.
4. Be a High School graduate or pass the General Education Development test indicating high school graduation level or possession of a two-year or four-year degree from a college or university with an accreditation recognized by the Council on Postsecondary Accreditation. Applicants being screened by the Police Department must present proof of education when they submit their Personal History Statement to the Background Investigator.
5. Successful completion of a medical examination and psychological testing in order to be found free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.

6. Be a minimum of 20 years and 6 months of age on the date of application, and be minimum of 21 years of age upon the Academy graduation date.
7. Civilian or military felonies are cause for immediate disqualification. Other conviction records may also be cause for disqualification or immediate dismissal.
8. A valid California Class C Driver's License, which permits you to drive an automobile, will be required at the time of hire.
9. A passing vision acuity of no less than 20/20 corrected (both eyes), 20/80 uncorrected (both eyes) for those wearing glasses or hard contact lenses, a passing score on the Farnsworth D-15 Panel (color vision), and normal visual fields (peripheral vision of 70 degrees (each eye).

WORKING CONDITIONS

Physical Requirements:

Category I, may require considerable physical exertion, stamina and flexibility.

Environment:

May include less desirable extremes; may involve hazardous conditions.