

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Community College Police Officer

**Unit:** Police

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**Job Code:** H1270  
**Original Date:** 07/1987  
**Last Revision:** 02/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 33

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### **DEFINITION**

Under the direction of an assigned supervisor, as a sworn peace officer under P.C. Section 830.32(c), 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; and provide training and direction to non-sworn departmental personnel. Assignments will include varied and weekend shifts.

### **DISTINGUISHING CHARACTERISTICS**

The Community College Police Officer class differs from the non-sworn Community College Police Officer Trainee in that incumbents assigned to this classification arrest suspects, conduct field investigations and detentions, conduct complex investigations, process juvenile offenders and may be assigned to provide training and work direction to others as assigned.

### **EXAMPLE OF DUTIES**

1. 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.
2. 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.
3. Provide parking and traffic enforcement, investigate traffic accidents, respond to alarm calls and impound vehicles when appropriate.
4. Provide money escorts/collections as necessary for District and college offices, events and parking meters.
5. Provide emergency and routine medical assistance/first aid as required.
6. Proactively initiate crime suppression activities by ensuring the sustained investigation of criminal acts and arrests of criminal suspects.
7. Provide public relation services to faculty, staff, students, visitors and the public as requested and when appropriate, including assistance to motorists.
8. Provide assistance to local law enforcement agencies when appropriate.
9. Provide enforcement, investigation and reports under the Student Code of Conduct, Title IX, and Violence Against Women Act (VAWA).
10. Provide services as required and when appropriate in other related duties and assignments.
11. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****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.  
Train and provide direction to non-sworn personnel.  
Understand and follow oral and written directions.  
Utilize firearms and non-lethal equipment in a safe manner consistent with District policies.

**Training and Experience:**

Currently employed in the State of California as a peace officer; or the ability to obtain a State of California P.O.S.T. Basic Course Waiver; or graduation from a California P.O.S.T.-approved police academy within the last three years.

**License:**

Valid California driver's license.

**Special Requirements:**

1. Possess at time of application a Basic P.O.S.T. Academy Certificate.
2. Be a citizen of the United States or a permanent resident alien.
3. Be fingerprinted for purposes of search of local, state and national fingerprint files to disclose any criminal record.
4. Be of good moral character, as determined by a thorough background investigation and polygraph examination.
5. 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.
6. 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.
7. Possess a basic First Aid and CPR certificate within the probationary period.

8. Civilian or military felonies are cause for immediate disqualification. Other conviction records may also be cause for disqualification or immediate dismissal.
9. A valid California Class C Driver's License, which permits you to drive an automobile, will be required at the time of hire.
10. 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.