



West Valley - Mission

Community College District

CLASS SPECIFICATION

POLICE OFFICER

(Non-Exempt Status)

Police Officer Salary Schedule – Range 1

DEFINITION

To perform general law enforcement duties as a sworn police officer working on an assigned shift at a college campus in a P.O.S.T certified law enforcement agency; to respond to emergency and non-emergency calls for service; to protect life and property while ensuring the safety and security of students, staff, and visitors to the colleges; to investigate suspicious and criminal activity, traffic accidents, and hazardous conditions; and to summon or provide medical or other aid as needed.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Police Officer class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant and/or Police Lieutenant.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Investigate conditions hazardous to life or property; respond to emergency and non-emergency calls for service and assistance in a variety of situations.

Conduct surveillance, inspect property and persons, search and check buildings, people, vehicles and objects; secure and protect property, accident and crime scenes.

Patrol specific areas in vehicle, on foot, or on bicycle.

Respond to mutual aid calls for service to other jurisdictions; may perform duties on off-site grounds and properties owned, operated, controlled, maintained or administered on behalf of the college district, or on properties in close proximity to the college campuses.

Perform crowd control and maintain order at accidents, crime scenes, and/or special events; direct traffic at public events and on campus.

Identify, pursue and arrest suspects; detain violators, by means of reasonably objective, lawful use of force if necessary; restrain and or subdue individuals by means of standard police techniques using approved equipment; guard prisoners.

Promote good community relations; conduct public relations activities including presentations to community and student groups, staff and others; work in cooperation with other public agencies as needed.

Perform traffic enforcement and control duties; photograph or draw diagrams of accident scenes, interview principals and eyewitnesses, review facts of incidents, and issue citations as necessary.

Appear in criminal and traffic court as required.

Administer first aid; call for back-up and medical response when needed.

Conduct investigations of suspicious persons and situations, safety hazards and unusual or illegal activity; conduct criminal investigations for narcotics and alcohol violations, property crimes, and crimes against persons; inspect persons and property, including searching and checking buildings and/or vehicles; collect and secure evidence.

Administer roadside sobriety and intoxilizer tests; evaluate subjects for evidence of being under the influence of alcohol or drugs.

Write clear and concise reports; read and may create law enforcement bulletins.

Attend various training as required.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, principles, and practices of California law enforcement and public safety.

All mandated training and procedures including, but not limited to, firearms use, criminal investigative techniques and procedures, interview and interrogation techniques, domestic violence investigation techniques, crime scene investigation techniques, evidence collection and preservation, traffic collision techniques, and tactical communication techniques.

Pertinent federal, state, and local laws, rules and regulations, including laws of arrest, vehicle and penal codes.

First responder and first aid principles.

Ability to:

Assess emergency and non-emergency situations and determine appropriate course of action.

On a continuous basis, know and understand all aspects of a sworn police officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to the public.

On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and keel during inspection of crime scene or conducting building searches; climb stairs and/or ladders; twist; perform simple and power grasping, pushing, pulling and fine manipulation. Continuously wear a vest of up to 10 pounds and a gun belt of approximately 30 pounds; and occasionally carry weight of 100 pounds or less.

Handle firearms safely and effectively, including passing range qualifications; wear body armor; make physical arrests using modern arrest control techniques.

Operate police vehicle in both emergency and non-emergency situations.

Maintain objectivity while taking control of a situation; exercise respect for the rights of others and maintain good public relations.

Operate and use modern office equipment including computers and applicable software; utilize law enforcement databases including Automated Report Management System (ARMS), California Law Enforcement Telecommunications System (CLETS) and Criminal Justice Information Center (CJIC).

Pass an extensive background investigation including medical and psychological exams.

Use sound judgment in recognizing scope of authority.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Experience and Education

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

Experience:

One year of responsible law enforcement experience.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in administration of justice or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, a Basic Peace Officer Standards and Training (P.O.S.T.) certificate, including firearms and other tactical equipment use.

Possession of, or ability to obtain, valid American Red Cross C.P.R., First Aid, and AED certification.

Must be a United States citizen, or permanent resident alien who has applied for citizenship.

EEO Category: Professional Non-Faculty

Date Approved: August 1, 2016