

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Police Officer

Department: Police

Location: District wide

Date: 5/27/15

POSITION PURPOSE

Under the direction of Police Chief or assigned administrator, the Police Officer performs law enforcement, security, traffic control, and public information duties that provide a safe environment for students, staff, and the general public while on District property. Incumbents protect District property by carrying out pro-active programs and traditional law enforcement procedures, and enforce California Vehicle Code, State Penal Code, Education code and District regulations.

KEY DUTIES AND RESPONSIBILITIES:

1. Patrol designated areas of the Community College District to preserve law and order. Discover and prevent the commission of crimes and enforces laws, regulations, and ordinances. Ensure safety of students, staff, the general public, and District facilities.
2. Protect District property and facilities by making inspections on foot and in a patrol vehicle. Check buildings for physical safety and security. Inspect and monitor the security of doors, windows and gates. Address any unusual or suspicious activity.
3. Prevent entry and report presence of unauthorized persons on grounds or in buildings. Investigate situations and disturbances as needed. Apprehend suspects; make arrests, issue citations, and contact local law enforcement agencies to transport suspects. Prepare investigative, crime, follow-up and incident reports relating to observed violations.
4. Respond to complaints and hazardous situations. Conduct investigations of reported injuries and accidents. Respond to incidents putting students, staff, and the general public at risk or harm. Interview victims, complaints and witnesses. Interrogate suspects. Make arrests as necessary. Testify and present evidence in court.
5. Participate in and may conduct a variety of criminal investigations involving crimes against persons and property, auto theft, and narcotics. Gather evidence and may prepare cases for prosecution.
6. Provide security at District functions as required. Open and close buildings and rooms for meetings. Direct traffic and control parking and safe movement of vehicles in parking areas.
7. Detect and report fire hazards. Extinguish small blazes and report fires to the local Fire Department using established emergency communications protocols. Respond to fire and burglar alarms. Summon police and fire department personnel as needed. Direct traffic at fire, special events and other emergency or congested situations.
8. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
9. Assure proper functioning of equipment. Notify designated personnel regarding impaired equipment and malfunctions.
10. Enhance day-to-day public relations by providing information and assistance to students, staff, and the public in a way that establishes and maintain rapport with the college community.

11. Answer questions from students, staff and the public concerning local and State laws, procedures and activities of the department. Provide information and responds to questions from students, staff, and the public.
12. Perform other duties related to the job classification.

Knowledge of:

1. Methods, practices, and procedures of effective law enforcement including those used in patrol, crime prevention, traffic control, investigation, and identification.
2. Pertinent federal, state, local, and District laws and ordinances including applicable sections of the California Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code, business and professional code, and laws related to the area of responsibility .
3. A thorough procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.
4. Understanding of and skills at applying basic interviewing and interrogation techniques.
5. Use and maintenance of firearms, vehicle operations and safe driving practices, standard broadcasting procedures using a police radio system, and crowd, vehicle and pedestrian control.
6. Sufficient math skills to record distances, numbers, and times.
7. Sufficient writing skill to prepare professional reports.
8. Sufficient human relations skills to resolve confrontation, affect behavior of others, and convey a positive image of the organization.

Skills and Ability to:

1. Perform all of the duties of the position effectively and efficiently with minimal supervision.
2. Utilize all of the tools and equipment of the position in a safe and responsible manner.
3. Analyze situations quickly and objectively and determine and take effective action.
4. Use appropriate defense measures to protect self or others in adverse situations.
5. Meet standards of physical stature, endurance and agility established by the District.
6. Maintain two-way radio communication with local police authorities, District central dispatch, and administrators.
7. Administer first aid in emergency situations.
8. Communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public.

Experience and Education:

1. A U.S. high school diploma, GED certificate, or high school equivalency certificate, or a two-year, four-year, or advanced degree from an accredited or approved college/university (per California Government Code 1031(e)), AND

2. Completion of at least an 884-hour California P.O.S.T. Certified Basic Law Enforcement Academy within the past three (3) years, AND
3. 2500 work hours with a P.O.S.T. accredited public safety agency which included verifiable filed of training, OR
4. Possession of a valid Californian P.O.S.T. Basic Certificate.
5. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

License and Certificate:

1. A valid California Driver's License.
2. Current First Aid and CPR cards within a reasonable time after employment.

WORKINGS CONDITIONS

Physical Demands:

1. Require ambulatory ability to walk and run for extended distances. Require sufficient hand, eye, arm coordination and strength to physically restrain an adult, to operate a firearm, and to operate other police equipment. Require visual acuity to observe moving and stationary objects. Require speech and auditory ability to project voice to groups of people.

Board Approved: 5/26/15

Created: 05/15/15 (Police Officer I languages with II salary range)

Salary Range: 118

EEO Category: 2B6 – Service/Maintenance