

POLICE OFFICER

DEFINITION

Performs the normal functions that are consistent with the school police authority as authorized in section 830.32 of the California Penal Code and 39670 et seq. of the Education code on an assigned campus or large geographical area of the school district to protect life and property. May respond to alarms and other calls for service, and performs a variety of non-complex criminal investigations and protective service duties; responsible for completing crime and information reports; makes arrests as required by law; and may perform other related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Under the general supervision of Police Officer II and/or Police Sergeant, at the direction of the Chief of Police. Exercises no supervision.

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

- Handles all calls for police service for criminal acts occurring on district property including bus transportation.
- Provides traffic/crowd control for accidents, start/end of school and other special functions, along with enforcing the District traffic and parking regulations.
- Maintains visibility by patrolling campuses during an assigned calls; marks and tags abandoned autos for removal from District sites.
- Conducts non-complex criminal investigation, completes reports, and makes arrests as required by law, may also assist Police Officer II with complex investigation.
- Delivers emergency and non-emergency messages.
- Maintains notes and basic records of work performed.
- Transports evidence and other items to outside agencies and person.
- Photographs and fingerprints individuals as assigned.
- Meets with neighborhood groups to assist in crime prevention at school sites, and reduce youth gang activity on District sites.
- Performs selective enforcement for designated problems.
- Serves warrants and civil papers.
- Attend court hearings, and trials as required.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State and Local laws.
- Basic law enforcement organizations, activities, terminology and regulations.
- Basic interviewing methods and principles.
- Crowd and traffic control techniques used to maintain public safety.
- Safe working procedures and safety regulations related to job performance.
- General office practices and the operation of standard office equipment, including a microcomputer.
- Basic record keeping principles and practices.

Ability to:

- Conduct effective campus or site meetings to educate the students and staff in crime prevention methods and principles.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare, maintain, file and index a variety of reports, records and other written materials.
- Interpret, apply and explain a variety of ordinances, rules.
- Follow oral and written directions.
- Interact and communicate with juveniles and adults in an academic setting.

Education, Training and Experience

Any combination of education, training and experience equivalent to completion of the twelfth grade, supplemented by the completion of a approved basic police academy that would lead to a basic POST certificate, to have been completed within the past three years. Preferably one year's experience with a California law enforcement agency as either a Student Service Officer, Community Service Officer, or Police Officer.

Licenses/Certificates

Possession of valid California Driver's License, certificates for Mace, Baton, Cardiopulmonary Resuscitation. First Aid and certificate of completion from a Basic POST approved Police Academy are required and are to be submitted with application.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and various police equipment.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Walking and running over rough or uneven surfaces.

Climbing stairs, fences, hills and other slopes.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.

Physical agility and stamina.

Sitting for extended periods of time.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

Driving a vehicle during adverse weather conditions.

Salary Placement:

Operating Engineers Local Union #3

Police Unit Salary Schedule

Range 51

12-month work year

Board Approval: 06/25/19

OELU#3 Police Unit salary re-alignment effective 07/01/19