CLASS TITLE: COMMUNITY COLLEGE POLICE OFFICER - LATERAL ENTRY

BASIC FUNCTION:

Under the direction of the Community College Police chain of command, enforce applicable federal, state, city, county and district laws, enforce rules and regulations governing use of college buildings and grounds; make arrests, write reports, testify in court, control traffic, control parking; patrol buildings, grounds and other properties of the college campus; provide for the safety and protection of students, visitors, and personnel.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other classifications in that the Community College Police Officer/Lateral Entry position is considered a lateral patrol classification of the series for incumbents who have a P.O.S.T. Basic Certificate and have completed their probation with another Police Department. Incumbents will replace existing officers who are out on leave. Assignments will be short term/ temporary. Incumbents are assigned to various shifts as part of our 24 hour per day coverage. Incumbents are authorized to wear a uniform, carry firearms and are sworn peace officers as defined by Chapter 4.5 of the California Penal Code.

REPRESENTATIVE DUTIES:

Provide safety and protection of students, visitors and personnel; patrol buildings, grounds and other properties of the college campus; carry firearms. 

Issue and process traffic and parking citations according to established procedures; direct traffic on the campus at special events. 

Investigate crimes and other incidents occurring on campus; make arrests, write reports as required; testify in court. 

Patrol college properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism, illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; extinguish small fires as necessary. 

Respond to alarm and radio calls; apprehend violators; provide emergency first aid; check and interrogate suspicious persons. 

Receive complaints and requests for assistance from students, visitors or college personnel; conduct searches as requested; contact other police and fire authorities as necessary. 

Escort campus personnel transporting college funds on campus or to the bank. 

Control crowds at special events or other assemblies.

Established June 2001
Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate. E


Perform related duties as assigned. E

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, state, city, county and district laws, rules and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedure, rules of evidence and traffic laws
Criminal investigation techniques and procedures
Law enforcement and security method and procedures
Crowd control and vehicle control procedures
Courtroom procedures and witness responsibilities
Record-keeping techniques
District organization, operations, policies and objectives
Oral and written communications skills
Technical aspects of field of specialty
Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Interpret and enforce pertinent laws, rules and regulations with tact, firmness and diplomacy
Maintain rapport with college students, staff, representatives of local law enforcement agencies and the public
Analyze situations accurately and adopt an effective course of action
Organize and write clear and concise reports of factual occurrences
Interview witnesses, complainants and suspects
Conduct investigations
Understand and follow oral and written directions
Work independently with little direction
Establish and maintain effective working and cooperative relationships with others
Meet schedules and time lines
Maintain records and prepare reports
Work confidentially with discretion
Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduate or have passed the General Educational Development Test, or have attained a two-year or four-year degree from an accredited college and a minimum of one year service as full-time, regularly appointed peace officer in a U. S. public law enforcement agency within three years. Possess a current valid California P.O.S.T. Basic certificate.
COMMUNITY COLLEGE POLICE OFFICER – LATERAL ENTRY (continued)

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Valid First Aid Certificate and CPR Certificate
Valid P.O.S.T. Basic Certificate
Meet the requirements of Government Code Sections 1029, 1030 and 1031.
Be a citizen of the United States or a permanent resident alien who is eligible for and has applied
for citizenship; be at least 18 years of age
Be fingerprinted for the purposes of a search of local, state, and national fingerprint files to
disclose any criminal record
Pass a subjective background investigation to determine if the candidate meets Department and
District Standards and P.O.S.T. job dimensions
Upon conditional offer of employment pass a medical examination and psychological examination
to determine if the candidate meets department standards
Successful completion of an approved P.O.S.T. Field Training Program

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Subject to considerable physical exertion, stamina, flexibility, and potentially hazardous
conditions

PHYSICAL ABILITIES:

Reaching overhead, above the shoulders and horizontally
Standing and walking for extended periods of time
Running or walking over rough or uneven surfaces
Climbing stairs
Bending at the waist, kneeling or crouching
Hearing and speaking to exchange information
Lifting heavy objects

HAZARDS:

Adverse weather conditions
Potential physical hazards involved in intervening in fights and other anti-social, illegal and
violent behavior
Contact with dissatisfied or abusive individuals