VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMMUNITY COLLEGE POLICE OFFICER I

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 district; provide for the safety and protection of students, visitors, and personnel.

DISTINGUISHING CHARACTERISTICS

This is an entry-level patrol classification of the police series. Incumbents are assigned to various shifts around the clock to provide coverage at any time of day. Incumbents work shift work. Incumbents may train, direct and supervise the activities and performance of student police cadets and other police officers based on seniority. Incumbents may wear a uniform, carry firearms. They are sworn peace officers as defined by the California Penal Code Chapter 4.5, Section 830.

REPRESENTATIVE DUTIES

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

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

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

Provide security and police services at various college functions. 

Patrol on foot or in a vehicle 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 alarms and calls for service; apprehend violators; provide emergency first aid; check and interrogate suspicious persons. 

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

Escort campus personnel transporting college funds on campus or to off-campus repository. 

Control crowds at special events or other assemblies. Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate. 

Established May 2001
COMMUNITY COLLEGE POLICE OFFICER I (continued)

Perform other duties as defined in the Police Policy and Procedures Manual, Police Department general orders and policies of the College District. E

Perform other related duties as assigned.

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 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 in the English language
Utilize and maintain firearms, baton and other equipment in a safe and proper manner.

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 or university; possess a current valid California P.O.S.T. Basic Academy certificate.

LICENSES AND OTHER REQUIREMENTS:

Valid California P.O.S.T. Basic Academy certificate
Undergo and pass a physical agility test
Obtain valid California driver's license upon employment
Valid First Aid Certificate and CPR Certificates
Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq.
U.S. citizen or permanent resident alien eligible for and who has applied for such citizenship
Be at least 18 years of age
Undergo and pass a subjective background investigation to determine if the candidate meets department standards
Upon receiving conditional offer of employment, pass a medical and psychological examination and meet department standards thereof
Successfully complete department field training
Undergo and pass polygraph examination

WORKING CONDITIONS:

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

PHYSICAL ABILITIES:
Reach overhead, above the shoulders and horizontally
Stand and walk for extended periods of time
Run and walk over uneven surfaces; climb stairs
Bend at the waist; kneel or crouch
Hear and speak to exchange information
Lift maximum weight allowed by OSHA standards
Safely operate a motor vehicle in varied weather conditions and emergency or pursuit conditions

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