VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMMUNITY COLLEGE POLICE OFFICER II - SERGEANT

BASIC FUNCTION:

Under 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 and parking; patrol buildings, grounds and other properties of the College District; provide for the safety and protection of students, visitors, and personnel; provide functional supervision over student aides and other officers as assigned; assist superiors as directed.

DISTINGUISHING CHARACTERISTICS:

The incumbent in this class is a lead person with the working title of Sergeant. Incumbents perform duties with a high degree of independent judgment and provide functional supervision over Police Officer I’s, student aides and other department personnel as assigned. Incumbents train and provide work direction over the activities of student police aides and other police officers. Incumbents in this class serve as supervisors in the absence of superior officers and when assigned. Incumbents are assigned to various shifts around the clock to provide coverage at any time of day. Incumbents work shift work. Incumbents may wear a uniform, carry firearms. They are sworn peace officers as defined by the California Penal Code Chapter 4.5 et seq.

REPRESENTATIVE DUTIES:

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

Train, provide work direction and guidance to other officers and student police aides; assist in evaluating performance of other officers and student police aides; assist in providing in-service training. E

Act as supervisor in the absence of a superior officer. E

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

Assist in planning and supervising crowd and traffic control for special events such as dances, sport events and theater productions. E

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

Patrol on foot or in vehicle college properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism,

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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.  
Assist students, visitors or college personnel; contact other police and fire authorities as necessary.  
Provide security and police services at special events or other assemblies.  
Assure accurate accounting of daily parking fees; assure preventive maintenance on vehicles and life saving equipment.  
Escort District personnel transporting college funds as needed.  
Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate.  
Perform other duties as defined in the Police Policy and Procedures Manual, Police Department General Orders Manual and policies of the College District.  
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

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

ABILITIES:

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 investigation
COMMUNITY COLLEGE POLICE OFFICER II (continued)

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
Train and provide work directions to others

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 three years service as full-time, regularly appointed peace officer in a U. S. public law enforcement agency with a minimum of five full-time sworn officers. Possess a current valid California P.O.S.T. Basic certificate.

LICENSES AND OTHER REQUIREMENTS:

Valid California P.O.S.T. Basic 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.
Be eligible for and apply for P.O.S.T Intermediate Certificate within one year of appointment
US 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:

Able to 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 motor vehicles 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 persons