CLASSIFIED

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMMUNITY COLLEGE POLICE OFFICER RESERVE LEVEL 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 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 Reserve Level I position is considered the basic patrol classification of the series. Incumbents are assigned to various shifts as part of our daily coverage. Incumbents provide work direction over the activities of student police aides. 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 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.  

Established November 1998
Escort campus personnel transporting college funds on campus or to the bank.  

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.  


Perform 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 procedures; rules of evidence and traffic laws  

Criminal investigation techniques and procedures  

Law enforcement and security methods 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: completion of a California P.O.S.T. Basic Reserve Level I Certificate.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; valid First Aid Certificate and CPR Certificate completion of P.O.S.T. Reserve Level I Certificate. Meet the requirements of Government Code Sections 1029, 1030, and 1031.

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, walking over uneven surfaces
Climbing stairs
Bending at the waist
Kneeling or crouching
Hearing and speaking to exchange information
Lifting up to 50 pounds

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