

POLICE OFFICER

DEFINITION

Patrols or is assigned to District schools, offices, and other property; apprehends suspects; investigates crimes; and makes recommendations for the disposition of criminal and related matters involving the security of District facilities, personnel, or students.

TYPICAL DUTIES

Patrols or is assigned to, stakes out, and responds to intrusion alarm reports at District schools, offices and other facilities.

Maintains law and order at District facilities, including prevention and control of incidents of violence directed against District facilities, personnel, or students.

Enforces violations of California vehicle codes and penal codes, and all other violations of city, county, State, and federal law and statutes as necessary.

Contacts and cooperates with local law-enforcement agencies in the prevention, control, and investigation of antisocial or illegal activities by persons or groups directed against District facilities, personnel, or students.

Apprehends and interrogates those suspected of committing or attempting to commit crimes affecting District facilities personnel, or students.

Investigates crimes affecting District facilities, personnel, and students.

Performs special protective duties as directed.

Observes, collects, preserves, and records physical and oral evidence of crimes, including fingerprints.

Determines class of crime; modus operandi; and the extent of loss, damage, or injury; and analyzes information in order to solve or reduce the incidence of criminal acts involving District facilities, personnel, or students.

Receives and responds to, by telephone or radio, communications with Police Officers in mobile units.

Identifies, locates, and interviews witnesses.

Checks police files and records for modus operandi and possible suspects.

Attempts to locate and recover stolen property.

Prepares reports about crimes against District property and offenses against District personnel or students.

Attends and participates in hearings and trials of suspects.

Assists in orienting District personnel regarding security measures.

Serves civil processes for the District.

May make public appearances as a speaker on matters relating to the School Police Department.

May act as law enforcement liaison amongst District schools and offices and juvenile courts, probation offices, and local law-enforcement agencies.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Police Officer performs police work in the prevention, control, and investigation of crimes against District facilities, personnel, or students; the apprehension of suspects; and the protection of District property.

A Senior Police Officer performs journey-level police work and provides work direction to Police Recruits and probationary Police Officers engaged in the maintenance of law and order at District facilities.

SUPERVISION

General supervision is received from a Sergeant, or higher-level personnel. Work direction is received from a Senior Police Officer or Detective. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Rules and regulations pertaining to the protection of buildings and grounds belonging to the District, and California Penal Code, Education Code, and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, other criminal matters, and law-enforcement activities
Sections of the California Welfare and Institutions Code that pertain to juvenile court law
Geographical layout of the District
Local law-enforcement, service, and emergency agencies
Investigative and law-enforcement procedures and techniques
Threat assessment processes
Security measures and devices
School Police Department alarm systems

Ability to:

Think clearly and logically, use good judgment and maintain composure, and make quick and appropriate decisions in emergency situations
Remember names, faces, and details of occurrences
Maintain complete and accurate records and prepare clear and concise reports
Operate two-way radio equipment and enunciate clearly when broadcasting
Communicate effectively both orally and in writing
Deal and interact effectively with minors/students and maintain good relations with District personnel, the public, and other law enforcement personnel

Special Physical Requirements:

Visual field and depth, and color and hue perception
Hear normal voice-range frequencies
Agility, strength, and stamina to make apprehensions and to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

None.

Special:

A valid California Driver License and use of an automobile.
An appointee must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship.
Ability to speak and understand Spanish is preferable.

SPECIAL NOTES

1. Appointment is subject to fingerprinting, a review of conviction record, and a comprehensive background investigation.
2. An appointee must be at least 21 years of age at the time of appointment.
3. An appointee must successfully complete a California Peace Officer Standards and Training (CA P.O.S.T) accredited academy.
4. An appointee must qualify periodically with departmentally approved firearms at a designated police range.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
07-10-2017
JPK