

SENIOR POLICE OFFICER

DEFINITION

Provides work direction to journey-level employees and participates in journey-level activities concerning the protection of District property, investigation of crimes, and the apprehension of suspects.

TYPICAL DUTIES

Assists a supervisor by providing work direction and participating in training, completing Daily Observation Reports for probationary Police Officers, and in maintaining law and order at District facilities; contacting and cooperating with local law-enforcement agencies in the prevention, control, and investigation of criminal acts; apprehending and interrogating suspects; collecting and recording physical and oral evidence of crimes; locating and interviewing witnesses; attending and participating in hearings and trials of suspects; and preparing written reports about crimes against District property and offenses against District personnel or students.

Assists in the recruiting, equipping, and training of new employees.

Assists in planning and executing special surveillance activities.

Assists in research projects concerning law enforcement activities.

Trains new Police Officers and provides work direction.

May be assigned to a support unit.

May perform all lower-level duties.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Sergeant supervises an assigned watch or unit(s) of the School Police Department and provides coordination and direction to both sworn and non-sworn personnel.

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.

SUPERVISION

General supervision is received from a Sergeant or higher-level personnel. Work direction is provided to lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Investigative and law-enforcement procedures and techniques
California Penal Code, the 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 Rules and regulations pertaining to the protection of buildings and grounds belonging to the District
Geographical layout of the District
Local law-enforcement, service, and emergency agencies
Regulations governing the use of radio broadcasting equipment
Threat assessment processes
Security measures and devices
School Police Department alarm systems
Community oriented policing practices
Effective teaching techniques

Ability to:

Keep complete and accurate records and prepare clear and concise reports
Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations
Remember names, faces, and details of occurrences
Operate two-way radio equipment and enunciate clearly when broadcasting
Communicate effectively 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
Effectively identify, address, and resolve workplace disputes, issues, and problems

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. The completion of college-level courses is preferable.

Experience:

Two years of full-time experience as a Police Officer with the District after completion of a California Peace Officer Standards and Training (CA P.O.S.T.) certified field training program.

Special:

A valid California Driver License and use of an automobile.
Appointment is subject to fingerprinting, a review of conviction records, and a comprehensive background investigation.
An appointee must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship.

An appointee must have successfully completed a California Peace Officer Standards and Training (CA P.O.S.T.) accredited academy.

Possession of a Basic CA P.O.S.T. Certificate.

Ability to speak and understand Spanish is preferable.

Qualify periodically with departmentally approved firearms a revolver or a semi-automatic pistol at a designated police range.

Subject to rotation in assignment, work shift, and location.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
10-10-12
JPK