

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



POLICE OFFICER

July 2018

FLSA: NON-EXEMPT PER CALIFORNIA EDUCATION CODE §§ 88026 – 88030

DEFINITION

Under general supervision, preserves the peace on the Compton Community College District premises; protects life and property of students, staff, faculty, and campus visitors; patrol and safeguards campus facilities; prevents and detects crimes; enforces laws and ordinances; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff, including Sergeants, Lieutenants and the Chief of Police. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level class in the campus police series that performs non-supervisory assignments in the District's Police department. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents are armed and perform work in uniform. This class is distinguished from the Police Sergeant class in that the latter has first-line supervisory responsibilities over sworn and non-sworn staff in the Police Department.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Patrols the District campus, including buildings, facilities, grounds, and other property to provide security support, deter crime, and maintain a safe environment for students, staff, and faculty.
- Responds as dispatched to calls concerning traffic accidents, terrorist and bomb threats, workplace violence, stalking, assault, industrial accidents, gang incidents, disorder and other emergency situations.
- Controls crowds during assemblies or disturbances.
- Protects students, faculty, staff, campus visitors, property and facilities from accidents, bodily harm, fire, theft, vandalism and illegal entry.
- Enforces District and State laws, rules, and regulations including the Vehicle and Penal Code; issues citations and escorts persons from campus as necessary; pursues and apprehends violators and suspects; makes arrests; and testifies in court as a witness as required.
- Investigates traffic accidents, property damage, fires, law violations, theft and disturbances of the peace; collects, preserves and transports physical evidence; photographs crime scenes; interviews suspects, witnesses, and victims.

- Processes and serves warrants; serves legal papers such as subpoenas, summons writs, notices, and documents.
- Provides escort or traffic control during parades and special events; coordinates with school crossing guards to ensure safety.
- Provides information and responds to inquiries from students, staff, and visitors; provides directions to campus locations and information related to District programs and services; responds to staff requests for assistance in the classroom and around campus; performs crisis intervention; assists students, staff and faculty with locked keys or disabled vehicles; communicates with students and staff regarding on-going crime related problems; conducts safety presentations.
- Serves as a liaison to a wide variety of local and federal law enforcement authorities, including the Fire Department, FBI, DEA, City Police Department, City Attorney's Office and others.
- Responds to various medical emergencies according to established procedures; performs CPR/First Aid as necessary; summons appropriate medical personnel.
- Prepares, processes, and files crime reports, incident reports, traffic collision reports, citations, property reports, and special reports as assigned; maintains automated or manual logs of departmental actions.
- Operates various campus systems, including water valves, electric switches, and related systems during emergency situations; investigates unusual conditions and takes immediate action to reduce danger and possible malfunction of equipment; notifies appropriate agencies or staff of impaired equipment.
- Captures stray animals on campus and notifies animal control.
- Learns and applies emerging technologies and, as necessary, performs duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The use and care of standard police firearms.
- Basic criminal law.
- Interview techniques.
- Techniques of criminal investigations.
- Court procedures in criminal and civil cases.
- Principles, practices, and methods of effective campus security and emergency response and evacuation.
- Campus geography, maps, streets, landmarks, and driving directions.
- Applicable Federal, State, and local laws, regulatory codes, and procedures relevant to District public safety operations.
- Safety practices and equipment related to the work.
- Techniques of first aid and CPR.
- Operating a motor vehicle in a safe manner under patrol conditions.
- Record keeping and reporting methods, techniques, and procedures.
- Hazardous materials and related abatement methods.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the students, faculty, and staff, in person and over the telephone, often when relations may be confrontational or stressed.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Learn, interpret, apply, explain, and ensure compliance with Federal, State, and campus policies and procedures, laws, codes, regulations, and ordinances.
- Operate firearms safely and skillfully.
- Pursue, subdue and control and/or physically restrain suspects.
- Obtain necessary information from individuals in stressful or emergency situations.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action according to established policies and procedures.
- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Operate radio communication equipment.
- Operate a patrol vehicle and patrol equipment in a safe and effective manner.
- Investigate and interview concerning crime, traffic, and related incidents.
- Perform basic first aid and CPR procedures.
- Prepare clear, comprehensive, and concise reports and other information related to observed violations.
- Work confidentially with discretion.
- Understand scope of authority in making independent decisions.
- Organize work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Effectively use modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to an Associate's degree in police science or related field and one (1) year of law enforcement experience.

Licenses and Certifications:

- Must possess and maintain a valid California Driver's License.
- Must possess and maintain American Red Cross First Aid and CPR certification.
- Possession of a valid Basic certificate issued by the California State Commission on Peace Officer Standards and Training (POST).
- Graduation from a POST certified Academy within three (3) years of application, or if longer, proof of POST recertification course.
- A POST Campus Law Enforcement course must be completed within the first 12 months of service.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain POST physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or

hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to pass a POST background investigation, physical examination, and obtain fingerprint clearance prior to beginning employment. Must pass a psychological evaluation and polygraph evaluation. Must be able to work extended or rotating shifts, weekends and holidays, or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.