



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
POLICE OFFICER	CLASSIFIED	GRADE: P MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION REVIEW		Board Approved: 06/06

JOB DESCRIPTION:

Under direction, enforce and promote awareness of Federal, State and local laws and ordinances on or about District property or facilities utilized by the District; and perform related work as required.

SCOPE:

The Police Officer patrols and enforces laws; writes complex criminal and civil reports; maintains a high degree of independence, initiative, and interaction with all factions of the District population and general public; and may use lethal and deadly force in critical situations.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Patrols District property and surrounding areas as assigned by vehicle, bicycle, or on foot to deter, locate, and apprehend persons committing crimes or unlawful activities.
2. Reprimands, detains, cites, and/or arrests members of the public; transports to detoxification, mental health, or medical facilities, or books into jail. Provides mutual aid and assistance to other law enforcement agencies as requested and/or circumstances dictate.
3. Conducts criminal and civil investigations; collects and maintains evidence; writes criminal and civil incident reports; responds to subpoenas; and testifies in Municipal, Superior, and Federal court as required; operates CLETS and law enforcement computer systems.
4. Assesses the need for use of deadly force and less lethal force options including chemical weapons, impact weapons, physical control holds, and verbal commands.
5. Provides traffic and crowd control; responds to life threatening situations; provides non-police related support services as needed, such as locking and unlocking buildings and facilities, call-outs of maintenance, grounds, custodial, academic and administrative personnel for incidents occurring during evenings, weekends, holidays, and special events.
6. Implements district emergency preparedness plan including emergency evacuation plans, secures perimeters, coordinates fire, medical, communication, utilities, and other emergency services.
7. Collects and transports monies from parking permit machines and meters; performs minor repairs to parking meters and permit machines.
8. Answers questions from students, employees and the general public regarding laws, ordinances, incidents or services.
9. Attends mandatory POST and department training to maintain required police standards to include firearms range, defensive tactics, and criminal law.
10. Maintains accurate and complete records, reports, and files; provides documentation to appropriate state, federal, and local agencies as required by law.
11. May serve as lead worker for other classified staff within the department.

KEY DUTIES AND RESPONSIBILITIES (Cont):

12. May supervise student cadets.
13. Calls other department classified staff requesting they cover absences.
14. May be given special assignments such as, but not limited to, emergency disaster planning, cadet program, evidence and property, crime prevention, gangs, detective, parking maintenance, or specific granted funded assignments.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently and make critical decisions with minimal supervision; enforce and apply all laws, rules and regulations; read, understand and interpret standard official legal documents; exercise judgment and discretion in analyzing and resolving problems; read, correct and prepare clear and concise reports; follow and understand written and oral instructions; demonstrate sensitivity to, and respect for a diverse population; operate a personal computer and enter data into a computer database; learn standard procedures for the use of police radios and telephones; speak in public and make presentations representing the department; utilize media equipment; operate alcohol/breath screening devices; face combative, disruptive persons and determine appropriate level of response force; use force and take person into custody without violating their civil and constitutional rights; maintain cooperative working relationships.

KNOWLEDGE OF:

Federal, state, and local laws and ordinances; Sonoma County law enforcement protocols; District Policies and Procedures; U. S. and State of California constitution; Bill of Rights; non-lethal and lethal weapons use; Parking enforcement and traffic control; patrol techniques; crime prevention; crime scene documentation including evidence collection; law enforcement radio protocols and codes interview and interrogation techniques; surveillance; drug use recognition; crowd control techniques.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

High school diploma or GED and 60 college units; Associate's degree preferred. Must have completed or must successfully complete approved California basic Peace Officer's Standards & Training (P.O.S.T.) Academy and receive POST Basic Certificate within one year of initial employment. Must also participate in, and successfully complete a minimum of 16 weeks of Field Training.

Experience:

Experience in public safety, administration of justice, or human relations.

SPECIAL REQUIREMENTS:

Must successfully complete an extensive background investigation. Must meet the P.O.S.T. commission approved safety members physical standards, which include specific vision, hearing and other sensory requirements. This classification has a one-year probationary period. Must be able to move heavy objects such as equipment (50 lbs or more), and lift and carry injured or intoxicated persons short or long distances while performing duties.

Must be able to communicate in English. Constant exposure to situations which may be dangerous or life threatening. Required to wear various uniforms and body armor, carry and use approved firearms and weapons within the confines of the law in a safe and responsible manner. Must be able to operate a vehicle following POST recommended procedures. Any indiscretions or criminal activity off the job can result in termination with the District and loss of the ability to remain a police officer in the State of California.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and good driving record. Must possess a California Police Officer's Standards and Training basic academy certificate and a POST basic certificate. Must complete POST minimum required hours of advanced officer course work. Current POST First Aid and CPR training.