

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Police Officer – Academy Graduate

Department: Police

Location: District wide

Date: 5/27/15

POSITION PURPOSE

Under the direction of Police administrator, the Police Officer – Academy Graduate performs law enforcement, security, traffic control, and public information duties that provide a safe environment for students, staff, and the general public while on District or campus property. Incumbents protect District property by carrying out pro-active programs and traditional law enforcement procedures, and enforce California Vehicle Code, State Penal Code, Education code and District regulations.

DISTINGUISHING CHARACTERISTICS

This classification of Police Officer – Academy Graduate is an entry-level peace officer position that requires successful completion of the District Police Department Field Training Officer Program and at minimum, a twelve (12) month probationary period. Successful officer will be recommended for issuance of a P.O.S.T. Basic Certificate. Upon attainment of the P.O.S.T. Basic Certificate, the incumbent will advance to the position of Police Officer.

KEY DUTIES AND RESPONSIBILITIES:

1. Patrols designated areas of the Community College District to preserve law and order. Discovers and prevents the commission of crimes and enforces laws, regulations, and ordinances. Ensures safety of students, staff, the general public, and District facilities.
2. Protects District property and facilities by making inspections on foot and in a patrol vehicle. Checks buildings for physical safety and security. Inspects and monitors the security of doors, windows and gates. Addresses any unusual or suspicious activity.
3. Prevents entry and reports presence of unauthorized persons on grounds or in buildings. Investigates situations and disturbances as needed. Apprehends suspects, makes arrests, issues citations, and contacts local law enforcement agencies to transport suspects. Prepares investigative, crime, follow-up and incident reports relating to observed violations.
4. Responds to complaints and hazardous situations. Conducts investigations of reported injuries and accidents. Responds to incidents putting students, staff, and the general public at risk or harm. Interviews victims, complaints and witnesses. Interrogates suspects. Makes arrests as necessary. Testifies and presents evidence in court.
5. Participates in and may conduct a variety of criminal investigations involving crimes against persons and property, auto theft, and narcotics. Gathers evidence and may prepare cases for prosecution.
6. Provides security at District and campus functions as required. Opens and closes buildings and rooms for meetings. Directs traffic and controls parking and safe movement of vehicles in parking areas.
7. Detects and reports fire hazards. Extinguishes small blazes and reports fires to the local Fire Department using established emergency communications protocols. Responds to fire and burglar alarms. Summons police and fire department personnel as needed. Directs traffic at fire, special events and other emergency or congested situations.

8. Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
9. Assures proper functioning of equipment. Notifies designated personnel regarding impaired equipment and malfunctions.
10. Enhances day-to-day public relations by providing information and assistance to students, staff, and the public in a way that establishes and maintains rapport with the college community.
11. Answer questions from students, staff and the public concerning local and State laws, procedures and activities of the department. Provides information and responds to questions from students, staff, and the public.
12. Perform other duties reasonably related to the job classification.

Knowledge of:

1. Methods, practices, and procedures of effective law enforcement including those used in patrol, crime prevention, traffic control, investigation, and identification.
2. Pertinent federal, state, local, and District laws and ordinances including applicable sections of the California Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code, business and professional code, and laws related to the area of responsibility .
3. A thorough procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.
4. Understanding of and skills at applying basic interviewing and interrogation techniques.
5. Use and maintenance of firearms, vehicle operations and safe driving practices, standard broadcasting procedures using a police radio system, and crowd, vehicle and pedestrian control.
6. Sufficient math skills to record distances, numbers, and times.
7. Sufficient writing skill to prepare professional reports.
8. Sufficient human relations skills to resolve confrontation, affect behavior of others, and convey a positive image of the organization.

Skills and Ability to:

1. Perform all of the duties of the position effectively and efficiently with minimal supervision.
2. Utilize all of the tools and equipment of the position in a safe and responsible manner.
3. Analyze situations quickly and objectively and determine and take effective action.
4. Use appropriate defense measures to protect self or others in adverse situations.
5. Meet standards of physical stature, endurance and agility established by the District.
6. Maintain two-way radio communication with local police authorities, District central dispatch, and administrators.
7. Administer first aid in emergency situations.

8. Communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public.

Experience and Education:

1. A U.S. high school diploma, GED certificate, or high school equivalency certificate, or a two-year, four-year, or advanced degree from an accredited or approved college/university (per California Government Code 1031(e)), AND
2. Completion of at least an 884-hour California P.O.S.T. Certified Basic Law Enforcement Academy within the past three (3) years.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

License and Certificate:

1. A valid California Driver's License.
2. Current First Aid and CPR cards within a reasonable time after employment.

WORKINGS CONDITIONS

Physical Demands:

1. Requires ambulatory ability to walk and run for extended distances. Requires sufficient hand, eye, arm coordination and strength to physically restrain an adult, to operate a firearm, and to operate other police equipment. Requires visual acuity to observe moving and stationary objects. Requires speech and auditory ability to project voice to groups of people.

Approved: 10/14/14, 5/26/15
Revised: 5/25/15 (advancement to Police Officer)
Salary Range: 94
EEO Category: 2B6 – Service/Maintenance