

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**COLLEGE POLICE OFFICER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

**SUMMARY DESCRIPTION**

Under general supervision, patrols assigned campus of San Bernardino Community College District to protect the life and property of District personnel, students, and visitors; participates in and conducts a variety of criminal investigations; and ensures enforcement of the California Penal Code, Vehicle Code, Health and Safety Code and all other applicable statutes, codes, and District rules and policies on or near campus and other properties owned and operated by the District.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Patrols on- and off- campus sites, including but not limited to buildings, classrooms, restrooms, and parking lots by foot, bike, cart, or police vehicle in order to maintain security and order; inspects, identifies, documents, and follows up on unusual conditions, potential hazards, and security risks; reports presence of unauthorized persons on grounds or in District buildings; acts upon observations made.
2. Determines actions to be taken in various situations including those involving disruptive and/or violent persons; carries and uses lethal and non-lethal weapons as necessary and appropriate; initiates arrests, detentions, or consensual encounters with persons; requests outside assistance as appropriate.
3. Investigates and conducts follow-up on crime cases and other criminal activity; interviews and takes appropriate action to assist crime victims; interviews witnesses; collects physical evidence; photographs crime scenes and evidence; makes and processes arrests when appropriate; prepares reports and submits to other agencies as necessary; works and builds cases to submit to the District Attorney's office.
4. Records and documents incidents in patrol logs; prepares reports related to observed violations including use-of-force reports, arrest reports, traffic reports, criminal citations, student misconduct, notices to appear, and property evidence reports.
5. Apprehends and/or identifies crime suspects; arrests, cites, and books crime suspects per California Penal Code, Vehicle Code, Health and Safety Code and all other applicable statutes and codes; questions and advises suspects of constitutional rights.
6. Responds to calls for service; provides security escort for students, staff or visitors as needed; assists persons with vehicles in parking lots.
7. Patrols the District parking lots and streets; checks for vehicle permits and improper parking; conducts traffic stops; issues citations for non-compliance with parking regulations; ensures the safe movement of vehicles in the parking areas and streets around the District facilities; ensures parking lots and roadway are clearly marked.
8. Provides assistance to college personnel; renders first aid in emergency situations.
9. Provides crowd control for large gatherings such as registration and athletic events; may direct pedestrian or vehicular traffic.
10. Conducts building security checks; secures campus buildings and/or facilities as necessary.
11. Works closely with other law enforcement agencies in matters relating to the apprehension of

offenders and the investigation of offenses.

12. Appears in court as a witness or as arresting officer as required.
13. Collects money from parking ticket vending machines throughout the campus as necessary.
14. Participates in crime prevention and public safety training programs as required.
15. Ensures police vehicle and all department issued equipment are in safe operating conditions.
16. Acts as a liaison with other local and outside law enforcement agencies and school administrators.
17. Assists other law enforcement agencies with requests for service, including state or federal agencies for criminal apprehension and investigations on or off campus.
18. Assists with training of newly hired College Police Officers and College Security Officers.
19. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operations, services, and activities of a law enforcement program.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of state Education Code, Government, Vehicle, Penal, Health & Safety Codes, and juvenile laws.
- Annual Security Report and Clery Act.
- Rules of evidence pertaining to search, seizure, and preservation of evidence.
- Police methods and procedures including patrol, crime prevention, traffic control, investigation, and identification procedures and techniques.
- Applicable court procedures.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and practices of data collection and analysis.
- Methods and techniques of report preparation and writing.
- Principles and procedures of record keeping and filing.
- Principles and applications of public relations.
- English usage, spelling, grammar, and punctuation.

#### **Ability to:**

- Understand, interpret, apply, explain, and enforce District, local, state, and federal laws, codes, rules, regulations, policies, and procedures including those pertaining to the search, seizure, and preservation of evidence.
- Learn the geography of the local area.
- Learn standard broadcasting procedures of a police radio system.
- Perform a wide range of law enforcement assignments.
- Think clearly and act quickly in emergency situations.
- Judge situations/people accurately.
- Use and care for District issued firearms, rifles, shotguns and other specialized police equipment and vehicles.
- Operate equipment including emergency alarm systems, two-way radio, camera, mobile digital computer, desktop computer, copier, fax, and phone.
- Conduct a variety of criminal and special investigations.

- Accurately observe and remember names, faces, numbers, incidents, and places.
- Use discretion in handling difficult persons.
- Control violent people and affect arrests.
- Prepare clear and concise reports and routine correspondence.
- Work independently in the absence of supervision.
- Communicate tactfully and effectively with faculty, staff, students and the public.
- Learn and apply Community Policing principles.
- Understand and correct alarm systems.
- Observe legal and defensive driving practices.
- Understand and work within scope of authority.
- Remain alert at all times.
- Communicate effectively with all socio-economic sectors.
- Deal with the public firmly, professionally and courteously in stressful situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

High School Diploma or General Education Development (GED).

**Experience:**

None required.

**Preferred Education:**

Completion of at least sixty (60) college level semester units; or an Associates, Bachelors, or an advanced degree from an accredited college or university.

**License or Certificate:**

- Must possess a Certificate of Completion from a California P.O.S.T. certified Basic Police Academy attained within the 3 years prior to submission of the application; or be enrolled in a California P.O.S.T. certified basic police academy; or be enrolled in, or have successfully completed a California P.O.S.T. certified recertification program.
- Possession of a valid California Class "C" driver's license.
- Possession of current CPR and First Aid certificates prior to employment start date.

**Special Requirements**

- Must be a U.S. Citizen or a Permanent Resident Alien who is eligible for and has applied for citizenship prior to testing.
- Must be at least twenty-one (21) years of age at the time of application.

**Appointment to College Police Officer Position**

Appointment to position is contingent upon satisfactory completion of background investigation by an independent investigator including, but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, psychological examination, medical examination, and a physical agility test. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by an investigator as a condition of employment. All applicants will be required to submit to, and successfully pass a written examination, oral interview, physical agility

test, and medical, psychological, and polygraph examinations. The written examination and physical agility test may be omitted if applicant attains Certificate of Completion from a California P.O.S.T. certified Basic Police Academy within the 3 years prior to submission of the application.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires dexterity of hands and fingers to operate specialized police equipment including firearms; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including expandable batons, guns, and handcuffs; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; to identify and distinguish color; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

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