

## College of the Redwoods

## Position Description

Position: Police Officer	Position Number:
Department: Police Department	FLSA: Non-Exempt
Reports to: Police Sergeant	Salary Grade: 121

### **Summary**

Under the direction of the sergeant, the officer will perform law enforcement and crime prevention work including patrol of assigned areas on or about District properties or facilities utilized by the District; serve warrants and make arrests; perform criminal investigations including the preparation of complex criminal reports, and perform extensive follow-up with other law enforcement agencies and the District Attorney's Office; ensure the safety and security of District properties or facilities utilized by the District; and provide assistance to students, faculty and staff; and perform related work as required. This position has full peace officer authority throughout the state of California and requires Peace Officer Standards and Training (POST) basic academy training.

### **Essential Duties and Responsibilities**

- Patrols District property, surrounding areas and facilities utilized by the District as assigned by vehicle, bicycle, or on foot to deter, locate, discover and apprehend persons committing crimes.
- Respond to calls related to the protection of life and property, traffic incidents, and other emergencies.
- Reprimands, detains, cites, and/or arrests members of the public for violations of the law. Provides mutual aid and assistance to other law enforcement agencies as requested and/or circumstances dictate; serves warrants and subpoenas.
- Conducts both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths; collects and maintains evidence; interrogates suspects and interviews victims, complainants and witnesses; prepares complex criminal reports; responds to subpoenas; and testifies in Superior, Federal, or other judicial court as required; operates CLETS and other law enforcement computer systems.
- Manages caseload of registered sex offenders, including initial registration, follow up, and coordination with the California Department of Justice.
- 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/Facilities, academic and administrative personnel for incidents occurring during evenings, weekends, holidays, and special events.

- Implements district emergency preparedness plan including emergency evacuation plans, secures perimeters, coordinates fire, medical, communication, utilities, and other emergency services.
- Reports Student Code of Conduct violations to appropriate District administrators.
- Prevents entry and reports the presence of unauthorized individuals on District grounds or in buildings; when necessary, may conduct evaluations and implement emergency operations protocols.
- Provides information to the public visiting the main campus and/or educational centers.
- Answers questions from students, employees and the general public regarding laws, ordinances, incidents or services.
- Attends mandatory department training to maintain required California POST standards to include firearms range, defensive tactics, and criminal law.
- Prepares and maintains accurate and complete records, reports, and files; provides documentation to appropriate state, federal, and local agencies as required by law.
- Assesses students in the Public Safety Training programs and their learning habits and needs, then develops alternative learning plans and exercises to meet those needs. Designs include the use of multiple media to facilitate presentation and learning. Participates in the development of courses or instructional modules that target alternative learning styles.
- Provides instruction to individuals and small groups on specialized subjects, including the learning methods used to enhance learning. Develops materials to support instruction.
- Acquires, maintains, and inventories equipment, materials, supplies, written materials, software and hardware required for student instructional needs. Checks out equipment, supplies, and materials to students.
- Orients new staff to the procedures and policies of the laboratories. Trains staff in the safe maintenance and use of all equipment used in the laboratories. Monitors performance and security and reports any problems to administrative supervision.
- Works with faculty/instructional administrator to design, construct, modify or rebuild equipment, modules, and scenarios that will be used in the classrooms and other learning environments.
- Provides technical assistance to students, faculty and staff; troubleshoots and diagnoses problems with equipment; may assist in setting up laboratories.
- Provides oversight of the cadets attending the Public Safety Training Center programs.
- Conducts inspections and knowledge recitation with cadets.
- Reads and critiques reports and memos.
- Conducts and critiques scenarios.
- Provides assistance to academy instructors.
- Other duties as assigned.

## **Qualifications**

### **Knowledge and Skills**

- Federal, state, and local laws and ordinances.
- Humboldt County law enforcement protocols.
- District Policies and Procedures, including Student Code of Conduct (Administrative Procedure 5500/Board Policy 5500).
- U. S. and State of California constitution, Bill of Rights.
- Principles of conflict resolution.
- Non-lethal and lethal force and 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.
- Crowd control techniques.
- Standard computer software programs, including law enforcement databases.

### **Abilities**

- Proper techniques for physically restraining an individual; defensive tactics.
- Disaster management procedures and actions.
- Ability to carry out all responsibilities of the position.
- Care, cleaning, safe handling and use of a firearm.
- 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.
- 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.
- Mediate difficult and/or hostile persons and situations.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Maintain confidentiality and exercise discretion.
- Read, interpret, apply, and explain rules, regulations, policies and procedures relevant to police department operations.
- Speak in public.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- Comply with the Law Enforcement Code of Ethics.

- Conduct in-depth interviews and interrogations.
- Operate a variety of equipment related to law enforcement, including emergency alarm systems, two-way radios, cameras, and copiers.
- Analyze situations accurately and adopting effective courses of action.
- Ability to accurately and completely document cadet performance.
- Work independently with little direction.

### **Physical Abilities**

#### **Environmental Conditions:**

Indoor and outdoor environment; subject to working during evening and weekend hours; work involves potentially dangerous situations, contact with hostile or abusive individuals and responding to emergencies, potentially using firearms and other police-issued weapons or tools; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions. Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, and students. Contact with dissatisfied or abusive individuals.

#### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for apprehension of suspects, walking, running, bicycling, operating motorized equipment and vehicles and positioning and maintaining traffic barricades. Sitting, standing and walking for extended periods of time. Bending at the waist, kneeling or crouching. Dexterity of hands and fingers to utilize assigned equipment. Pushing, pulling, lifting and carrying heavy objects. Potential physical hazards involved in intervening in anti-social, illegal and violent behavior. Must be able to travel between District and other locations.

### **Education and Experience**

Current employment as a police officer or deputy sheriff in California or successful completion of the California Police Officer Standards and Training (POST) basic course, and/or POST requalification course, within the past three years or by time of appointment. Graduation from high school. 60 college units or an Associate's degree preferred.

### **Licenses and Certificates**

- A valid CA driver's license.
- Graduation from P.O.S.T. Basic Academy and current Basic P.O.S.T. certificate.