PALOMAR COMMUNITY COLLEGE DISTRICT

POLICE OFFICER I

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.

DEFINITION

This position patrols the San Marcos campus and/or education centers, providing for the safety and security of all persons at Palomar College; ensures enforcement of the California Penal Code, Vehicle Code and all other applicable statues and codes.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Police Chief and exercises supervision over Campus Patrol Assistants and student workers (lead-person capacity) in coordination with an assigned Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

Essential Functions:

1. Patrol on-campus and off-campus sites including, but not limited to, buildings, classrooms, rest rooms and parking lots by foot, bicycle or vehicle in order to maintain security and order.
2. Control the parking and safe movement of vehicles in parking areas and access roads.
3. Provide security escort for students, staff or visitors as needed.
4. Interview and take appropriate action to assist crime victims; record and document incidents in patrol log.
5. Interface with night administrators and/or Education Center Directors.
6. Ensure the proper writing of reports, daily logs, and the proper preservation of found property and evidence.
7. Participate in crime prevention programs.
8. Provide direction to staff and student workers; in absence of a Sergeant, schedule replacement officers as needed.
9. Prevent entry and report presence of unauthorized persons on grounds or in buildings.
10. Provide CPR and First Aid as needed; supervise the distribution of emergency operational equipment; monitor and implement emergency operations procedures in time of disaster.
11. Prepare reports related to observed violations, including arrest reports, criminal citation notices to appear, warrantless arrest reports, and property evidence reports.

12. Provide information to the public when visiting premises; serve as a liaison between law enforcement agencies, administration, faculty and staff.

13. Appear in court as a witness or as an arresting officer as required.


15. Attend training programs on crime prevention, drug alcohol testing, defense tactics, traffic stops, report writing, and legal updates as needed.

**Marginal Functions:**

1. Perform related duties and responsibilities as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Applicable federal, state, county, city and District rules, laws, regulations, codes and policies including laws of arrest, patrol procedures, legal rights of citizens, court procedures and rules of evidence.
- Applicable sections of the state Education, Government, Vehicle, Penal, Health and Safety, and Welfare and Institution Codes; search and seizure laws, and juvenile law.
- Principles and practices of supervision and training.
- Recordkeeping and report writing techniques.

**Ability to:**

- Communicate tactfully and effectively with students, staff, faculty and the public, both verbally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Train and supervise personnel.
- Operate equipment including District vehicles, emergency alarm systems, two-way radios, cameras, typewriters, computers and copiers.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with minimal direction.
- Prepare clear, concise and comprehensive incident and statistical reports.
- Use discretion in handling difficult persons.
- Work with confidential information with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Comply with the Law Enforcement Code of Ethics.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.
Experience and Education/Training Guidelines:
Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

**Experience:**

Successful completion of the California Commission of Peace Officer Standards and Training (POST) basic course within the past three years (work may be in progress; completion required by time of appointment; verifiable by academy letter) or currently employed full-time as a California police officer or deputy sheriff.

One year of closely related experience in law enforcement is preferred.

**Education/Training:**

Equivalent to completion of the twelfth grade.

**License and/or Certificate**

Successful completion of Government Code 1031 requirements and polygraph examination. Possession of, or ability to obtain an appropriate valid California driver’s license, a valid first aid certificate and CPR certificate.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environment; subject to working during evening and weekend hours; work involves potentially dangerous situations and contact with hostile or abusive individuals and responding to emergencies; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions.

**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.