

### POLICE SERVICES OFFICER

| **Reports to:**  | Police Sergeant |  |  |
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| **Dept:** | Police | **Range:** | 17 |
| **FLSA:** | Nonexempt | **EEO:** | Paraprofessional/Technical |

*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 by individual positions.*

### BASIC FUNCTION:

Under general supervision, provide security patrol and safety checks for all campuses via vehicle, foot and bicycle; perform parking enforcement and traffic control duties; provide safety escorts; evaluate, collect, document and store items of evidence; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

Police Services Officer is distinguished from Police Community Service Officer in that incum­bents in the latter class work a night shift with no sworn staff on duty and do not have eviden­tiary responsibilities.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Conduct security patrols on foot, bicycle or in a vehicle throughout assigned district campus, facilities and sites on an assigned shift; examine doors, windows and gates to ensure they are secure; identify security and safety hazards and problems; watch for and report irregu­larities, such as fire and safety hazards; contact police dispatch for any observed violation or problems.
2. Perform traffic control and parking enforcement duties; issue citations and warnings in the event vehicles do not display correct parking permits; position traffic cones, signs and barri­cades; provide information to the public regarding parking and permit rules and regulations.
3. Ensure assigned campus buildings are open and accessible before classes commence and are properly secured after classes end; lock and unlock classrooms; perform safety checks of buildings; responds to requests for safety escorts from parents, staff, students, and visitors.
4. Provide a variety of assistance to Police Officers; prepare incident reports; pick up and deliver equipment, materials, evidence and police reports; escort emergency medical responders to appropriate locations; receive/pick up and process found property for safe­keeping.
5. Provide assistance to disabled motorists; help open locked vehicles and provide jumpstarts to vehicles with dead batteries; summons towing services and/or facilitates transportation for motorists with disabled vehicles.
6. Enter, modify, update and retrieve computer data; maintain records and prepare reports; attend meetings.
7. Maintains, inspects, and qualifies with department-issued Taser on a yearly basis in accordance with Department policy; and/or qualifies with other department-issued weapons and equipment including oleoresin capsicum (OC) spray, handcuffs, handheld radios. Participates in defensive tactics training activities.

**As trained and certified:**

1. Conduct crime scene investigations; identify, collect, preserve and transport physical evi­dence; operate video and photographic equipment for use in general recording of crime scenes; lift, file and preserve latent prints; package, tag and log evidence and property; take photographs and/or videos of victims, fingerprints and interviews.
2. Perform a variety of technical and clerical duties related to evidence and property; complete crime scene diagrams and assist with investigation reports; store and safeguard items of evidence that may be used in court proceedings, following procedures to document and validate chain of custody; following strict procedures, release evidence to investigative, forensics, other agency and District Attorney personnel for entry into court proceedings.
3. Testify in court regarding crime scene investigations and analyses of evidence.
4. Develop and provide evidence and property training and presentations for other police personnel and community groups.

### OTHER DUTIES:

1. Perform first aid and CPR as needed.
2. Participate in community outreach events.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. State, city and district vehicle and parking laws, codes, ordinances and practices.
2. General functions, operations and activities of a police department.
3. Principles of Community Oriented Policing.
4. General security and safety principles.
5. Police terminology and pertinent federal, state and local laws, rules, regulations and proce­dures relating to police records management, parking enforcement and citation.
6. Proper operation and care of radio and telephone equipment and operational characteristics of emergency communication system equipment.
7. Principles, methods and techniques utilized in collection, identification, comparison and preservation of physical evidence in accordance with legal and court requirements, as assigned.
8. Methods and techniques in the operation of digital photographic and video equipment and processing of photographs for criminal identification and investigation, as assigned.
9. Rules of evidence and requirements for chain of custody.
10. Proper handling and storage of drugs and chemical/biological hazards.
11. Common student needs, issues and concerns applicable to area of assignment.
12. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
13. Various computer systems protocols and administrative rules regarding access, use and dissemination of data contained in various computer systems.
14. State laws, rules and regulations relating to privacy, confidential information and liabilities including the California Law Enforcement Telecommunications System (CLETS), Family Educational Right to Privacy Act (FERPA) and victim confidentiality.
15. Safety policies and safe work practices applicable to the work.
16. Written and oral communication skills including law enforcement report writing practices and standards, proper use of grammar, spelling, punctuation, and vocabulary.

### ABILITY TO:

1. Interpret, apply, explain and enforce applicable laws, codes and ordinances related to motor vehicle and parking control.
2. Prepare clear and accurate police reports, documents, data entries and files.
3. Analyze situations accurately and adopt effective courses of action.
4. Remain alert, visible and observant.
5. Proper use of nonlethal force utilizing pepper spray.
6. Maintain accurate records of a wide variety of police evidence and other materials, supplies and equipment received, stored and issued.
7. Prepare basic statistical and narrative reports.
8. Collect, assemble, analyze and preserve physical evidence in accordance with applicable legal requirements and court standards, when assigned.
9. Operate varied digital photographic and video equipment, develop prints and enlarge photo­graphs, when assigned.
10. Testify authoritatively in court on the collection, preservation and maintenance of evidence, when assigned.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Operate a computer and use standard business software.
14. Establish and maintain effective working relationships with all those encountered in the course of work.
15. Work various hours as needed to perform duties and be on call when required to assist Police Officers.

### EDUCATION AND EXPERIENCE:

### Graduation from high school or GED equivalent, and at least one year of experience in police clerical support or providing assistance or information to the public; or an equivalent combina­tion of training and experience. Experience in a public agency is preferred.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Valid first aid and CPR certificates.

Obtain Basic and Advanced Police Officer Standards and Training (POST) Field Evidence Technician Course certificates within one year of hire. Possession of Basic Police Officer Standards and Training (POST) Field Evidence Technician Course certificate is preferred.

Successful completion of a comprehensive background investigation is required, including a review of employment history, criminal conviction record, credit history, use of intoxicants and/or other controlled substances.

Complete a comprehensive field training program upon hire.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

None

**CONTACTS:**

District administrators, faculty, staff, students, other police agencies and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Constant standing and walking for extended periods; occasional light lifting, carrying, pulling and/or pushing of objects weighing up to 25 pounds; manual dexterity and light, repetitive use of hands, wrists and forearms; specific vision abilities required for this job include close vision, distance vision, use of both eyes, and the ability to adjust focus.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; interact with others encountered in the course of work, including frequent contact with the public and dissatis­fied, abusive and traumatized individuals.

**WORKING CONDITIONS:**

Indoor and outdoor environments; subject to frequent public contact and interruption; intermit­tent exposure to individuals acting in a disagreeable fashion; may be required to work at any district location during day and/or evening hours including weekends and/or holidays on an as-needed basis.