



## POLICE OFFICER

**Reports to:** Police Sergeant

**Dept:** Police

**Range:** 26

**FLSA:** Nonexempt

**EEO:** Technical/Paraprofessional

*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, perform a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, emergency preparedness, crime prevention and suppression, and providing information and assistance to students and the public utilizing an equity-minded and trauma-informed approach; may provide investigative or training support, as assigned; and perform related duties as assigned.

### **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. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment. Ensure consistency and alignment with the district's commitment to a racially just, trauma-informed policing approach, emphasizing innovation, creativity, and transparency.
2. Utilize a community policing approach to patrol assigned areas on any district campuses and properties by foot, bicycle and emergency vehicle to enforce state and federal laws and district rules and regulations pertaining to public safety, asset protection and campus security; inspect the security of facilities and prevent the entry of unauthorized persons on grounds or in buildings.
3. Respond to routine and emergency calls for service; as a first responder, interview and take appropriate action such as performing first aid or CPR to assist crime victims; activate the Incident Command System (ICS) as needed.
4. Build and maintain strong relationships with key campus stakeholders and law enforcement agencies; work creatively and collaboratively with department leadership to address the needs of disproportionately impacted and minoritized populations including Latinx and Chicanx communities, Black and African American communities, Native Hawaiian and

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Pacific Islander communities, Native American communities, lesbian, gay, bisexual, trans, queer/questioning, intersex, and asexual (LGBTQIA+) communities, veteran communities, former foster youth, adult students, and students from low socioeconomic statuses, undocumented/mixed status/DACA, justice or system impacted and formerly incarcerated communities, reduce disparities, and help create a racially just campus climate.

5. Enforce federal, state and local laws and ordinances, issue verbal warnings and citations; pursue and apprehend suspects and request assistance as required; arrest and detain suspects; support the safety of individuals impacted by severe mental health concerns per Section 5150 of the Welfare and Institutions Code; remove individuals from campus and/or district property and refer to the Office of Student Affairs; record and document incidents in patrol logs.
6. Investigate traffic accidents and provide traffic and crowd control as necessary; coordinate crime scene control and assist with preliminary investigations, including locating and interviewing witnesses, collecting and cataloging evidence, and detaining or arresting individuals violating laws, rules and regulations; coordinate with other local law enforcement agencies; prepare reports including arrest reports, criminal citation notices-to-appear and property evidence reports; testify as a witness in court.
7. Work closely with other law enforcement agencies; perform follow-up investigations of cases initiated by the Oceanside Police Department and the San Diego County Sheriff's Department; contact and liaison with probation officers, case workers and others involved with juvenile offenders; respond to mutual aid requests of allied law enforcement agencies during disasters, emergencies and/or incidents that are of local or regional significance; participate in cooperative enforcement activities with allied law enforcement agencies such as DUI checkpoints and traffic safety initiatives.
8. Perform directed patrol activities to support motorist and pedestrian safety; conduct investigations of non-injury traffic collisions in accordance with State-Wide Integrated Traffic Reporting System (SWITRS) guidelines; issue citations for non-compliance with parking permits, vehicle registrations, parking regulations and/or violations of the California Vehicle Code; ensure parking lots and roadways are clearly marked and maintained.
9. Maintain, inspect and qualify with department-issued firearms and other department-issued weapons and equipment including Tasers, impact weapons and oleoresin capsicum (OC) spray, handcuffs, handheld radios, and video and audio recording devices in accordance with department policy; participate in monthly firearms training activities.
10. Attend ongoing and periodic training on the law, police procedures, de-escalation tactics, use of force, implicit bias, impacts of trauma, mental health, history of policing, defensive tactics, report writing and other topics to keep knowledge and skills current.
11. In the event of disaster, supervise the distribution of emergency operational equipment and implement and monitor emergency procedures.

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**OTHER DUTIES:**

1. Control and/or direct traffic during emergency and non-emergency situations, special events and other situations during which traffic congestion occurs; maintain orderly control of large crowds.
2. Register college-affiliated sex offenders pursuant to Sections 290 and 290.4 of the California Penal Code and the Sexual Offender Act and disseminate information to appropriate district authorities as needed; accept and record domestic violence restraining orders and/or civil harassment orders pertaining to members of the campus community.
3. Perform related duties as assigned.

**As Assigned – Detective**

4. Conduct criminal investigations of suspected crimes and ongoing criminal activities; locate and interview suspects, victims, witnesses and other involved parties; conduct research using online, justice department and departmental resources; conduct crime scene investigations of active and cold crime scenes.
5. Prepare criminal cases for presentation to the District Attorney's office for filing consideration.
6. Write a variety of reports including crime reports, investigative reports, interview transcripts and other reports that may be used in criminal court cases; prepare and request search warrants.

**As Assigned – Background Investigator**

7. Once qualified, may serve as a Background Investigator for peace officer, dispatcher, campus aide and student workers assigned to the Police Department; prepare and submit investigative reports describing the qualifications of candidates for service with the Police Department in accordance with Peace Officer Standards and Training (POST) guidelines and requirements; coordinate selection and screening activities for Police Department candidates including structured interviews and polygraph and psychological examinations.

**As Assigned – Field Training Officer**

8. Provide day-to-day lead work direction to other sworn and civilian Police personnel on an assigned shift; assign and monitor work to ensure conformance with district and legal/regulatory requirements and standards; provide information, instruction and training on work procedures and legal/regulatory requirements; provide input to Police Sergeants on employee work performance and behaviors.
9. Schedule and ensure mandatory training is completed to meet established deadlines; may provide training on patrol procedures, POST Field Training Guidelines and other topics; maintain and recommend updates to the Department Policy and Procedures Manual under the direction of the Chief of Police.

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**As Assigned – Firearms Instructor/Rangemaster**

10. Test and maintain individual officer qualification records, shooting scores and range activities; acquire, store, inventory and issue ammunition and weapons; maintain firing range and related facilities.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

1. Methods of safeguarding human lives and maintaining safety utilizing patrol, surveillance and investigation techniques.
2. California Penal and Vehicle Codes, applicable municipal code and other laws, ordinances, codes and regulations applicable to assigned responsibilities.
3. Laws governing arrests and elements of misdemeanor and felony crimes.
4. Principles and practices of community-oriented policing.
5. Criminal and traffic collision investigative techniques.
6. Legal rights of citizens, probable cause and proper methods and procedures for searching, warning, citing, detaining and arresting individuals found in violation of ordinances or laws.
7. Care, cleaning, safe handling and use of a firearm.
8. The proper use of non-lethal force utilizing a baton, pepper spray, TASER, etc.
9. Methods and procedures for effective report writing; correct English usage, grammar, spelling and punctuation.
10. State laws, rules and regulations relating to privacy, confidential information and liabilities including relating to the California Law Enforcement Telecommunications System (CLETS), Family Educational Right to Privacy Act (FERPA) and victim confidentiality.
11. Proper techniques for physically restraining an individual; defensive tactics.
12. The Incident Command System.
13. Disaster management procedures and actions.
14. First aid, CPR and AED procedures/techniques.
15. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
16. Safety policies and safe work practices applicable to the work.
17. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

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**ABILITY TO:**

1. Analyze situations as they occur and respond appropriately to ensure the protection of the public and police personnel.
2. Apply the principles of community-oriented policing and problem-oriented policing in responding to crime and safety issues affecting the campus community.
3. Learn, understand, interpret and apply modern police methods and procedures.
4. Communicate tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with the department's policing and customer service policies.
5. Interact with sensitivity and understanding with students, faculty, staff and others from diverse socioeconomic, cultural, disability and ethnic backgrounds.
6. Confront sensitive and/or dangerous situations with maturity, professionalism and decisiveness in accordance with departmental policies, applicable laws and codes and standard operating procedures.
7. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
8. Operate equipment including police vehicles, two-way radio systems, emergency alarm systems, two-way cameras and other standard business equipment.
9. Administer emergency first aid and CPR and utilize an AED device.
10. Maintain qualification for use of firearms and use of non-lethal tools/equipment.
11. Testify authoritatively in court.
12. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
13. Prepare clear and accurate reports, documents, data entries and files.
14. Maintain confidentiality of police records and activities.
15. Represent the district effectively in dealings with other law enforcement agencies, community and business organizations, the media and the public.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED equivalent, at least 21 years of age, and current employment as a police officer or deputy sheriff in the State of California or successful completion of the California Police Officer Standards and Training (POST) basic course or completion of a basic course waiver within the past three years or by time of appointment.

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Additionally, candidates for this position must meet the following minimum peace officer selection standards as set forth in Government Code Sections 1029 and 1031. Every California peace officer must be:

- Free of any felony convictions
- Legally authorized to work in the United States by federal law.
- A citizen of the United States or a permanent resident who is eligible for and has applied for citizenship
- Fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record
- Of good moral character, as determined by a thorough background investigation
- Free of bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation
- Found to be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer.

**LICENSES AND OTHER REQUIREMENTS:**

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

PC 832 fire arm qualified.

A valid first aid certification and CPR certificate.

Police Officers are expected to maintain ongoing training mandated by POST to maintain their skills and retain their Peace Officer status.

Successful completion of the Intermediate and Advanced POST courses are highly desirable.

Additional certification is required for special assignments – POST Detective/Investigator Certification, POST Background Investigator, POST Firearms Instructor, Taser Instructor, Defensive Tactics Instructor.

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

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

Supervise, train and direct probationary Police Officers, non-sworn Community Service Officers (CSOs), Police Support Assistants and temporary and part-time student workers.

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**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, other public safety agencies, the District Attorney's office 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.*

The employee must maintain department physical fitness and weight requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run, bicycle, operate motor vehicles and equipment, position and maintain traffic barricades, and physically detain and apprehend suspects; effectively deal with a variety of unanticipated stressors; continuous wearing and transporting of up to 30 pounds of police equipment (personal protection equipment), which includes body armor and duty gear; finger and hand strength to operate, grasp, hold and manipulate firearms. Infrequent balancing above ground; lifting of items weighing up to 100 pounds from chest to above shoulder level, either with or without assistance. Ability to operate a police vehicle on and between district locations and subject to occasional travel to other approved locations. Visual effort includes focusing attention on persons, situations and detailed items and events for prolonged periods; alternating frequently between short- and far-distance viewing during an average eight-hour shift. Hearing must be within normal range.

**EMOTIONAL EFFORT:**

Ability to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; deal with changing deadlines, constant interruptions and multiple concurrent tasks; may respond to life-threatening, emergency situations; cope with disturbing or traumatic situations; interact with others encountered in the course of work, including frequent contact with the public and dissatisfied, abusive and traumatized individuals. Incumbents will occasionally be required to pass psychological evaluations.

**WORKING CONDITIONS:**

Office and outdoor environments with exposure to noise and outside weather conditions; exposure to environmental and biological hazards as well as disease/infestations; exposure to potentially dangerous situations and disturbing or traumatic events. Work involves shifts at night, on weekends and holidays as assigned and in emergency situations and natural disasters.