



**A. Position Data**

Incumbent: Vacant/Recruitment EmplID: \_\_\_\_\_ Date: \_\_\_\_\_  
Working Title: Police Officer Work Direction Given By: Patrol Sergeant  
(Lead)  
Department: University Police Reports To Title: Police Captain  
(Appropriate Administrator)  
Division: Business & Finance College (if applicable): \_\_\_\_\_  
Reason:  
 Vacant Position  Classification Review / In Range Progression  Revision  Performance Evaluation  New Hire  
Is this a new position? No

Classification Title: Police Officer Job Code: 8350  
Position Number: 00001757 Level/Range/Grade: 0  
FLSA Code:  Exempt  Non-Exempt Time Base:  Check box if Intermittent   
Pay Plan:  10/12 month  11/12 month  12/12 month CBU/MOU: R08-Public Safety SUPA

**B. POSITION PURPOSE**

Under general supervision, Police Officers will look out for the welfare of the entire University, working closely with all University departments, utilizing a strong understanding of all laws including search and seizure, and probable cause; will patrol, respond to and handle incidents involving violations of law or campus regulations; will conduct thorough criminal investigations; testify in court; provide general information and assistance to the public; and apply progressive police principles and best practices. This position will communicate and interact effectively with students, staff, faculty and community members with varied backgrounds and lived experiences. And also, create and maintain trust, legitimacy, credibility and collaboration with the campus community.

**SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:**

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. As a result, current CSU, Chico employees are subject to a thorough background investigation which will be conducted as prescribed in the P.O.S.T. Administrative Manual, and must be completed prior to appointment date.

The person holding this position is considered a "General Mandated Reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.

Throughout employment in this position incumbent must maintain a valid California Driver's License as well as continued completion and compliance of the CSU Defensive Driver's Training course.

This position is designated as a Campus Security Authority (CSA) under the Clery Act and is required to comply with the requirements of this designation.

Must maintain current licenses, certificates, permits, or other items required for this position; and immediately report to supervisor the loss or expiration of same.

### C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No

<u>List Functional Category with Responsibilities:</u>	% of Time	Priority Weight
<b>POLICE AND LAW ENFORCEMENT:</b> * Perform traditional police and law enforcement duties. * Patrol campus on foot, bike, or in a police vehicle to provide the highest degree of security possible from accidents, bodily harm, fire, theft, vandalism and unlawful entry to campus buildings. * Protect students, faculty, staff, campus visitors, property and facilities by maintaining order. * Provide accommodating, and effective customer service, information and assistance to all members of the campus community and public. * Respond to calls for a variety of incidents or complaints. * Enforce laws and traffic regulations. * Apprehend violators. * Control crowds. * Guard property. * Investigate and prepare/write criminal and incident reports. * Gather evidence. * Make arrests. * Write reports * Appear in court as required. * Work with District Attorney's office, Student Judicial Affairs, and other outside agencies as necessary. * Assist dispatchers, parking officers, and other personnel in the performance of their duties. * Participate in mutual aid responses. * Consistently apply the principles of procedural justice. * Embrace and further the strategic priorities of CSU, Chico including: Equity, Diversity and Inclusion, Sustainability and Global Engagement.	90%	
<b>OTHER RESPONSIBILITIES AS DELEGATED:</b> * Perform other duties as assigned. * Community relations programs. * Conduct presentations. * Community outreach. * Liaison to the Greek organizations. * Attend Trainings and/or meetings.	10%	
<b>SPECIAL ASSIGNMENTS:</b> * Incumbent may be assigned special assignments, which are duties not considered part of the incumbents primary, regular duties and can be assigned based on campus need as determined by the Chief of Police. (Eligible for stipend)		
Total should equal 100% Time and 100 Weight	Total	100% 0

### D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.

- 9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
- 10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multicultural environment.

Additional Guidelines and Expectations

**E. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

**1. Demonstrated Knowledge, Skills and Abilities**

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

**KNOWLEDGE:**

Incumbent must possess:

- \* Working knowledge of current law enforcement methods and procedures, current criminal codes/laws, and investigative techniques and procedures.
- \* Working knowledge of computers and utilizing programs such as, MicroSoft Word, Outlook, PowerPoint and Excel.
- \* General knowledge of crime prevention and first aid.
- \* Basic knowledge of law enforcement databases, victim witness services, and other available resources.

**SKILLS:**

Incumbent must possess:

- \* Effective interpersonal skills to resolve a wide variety of sensitive situations.
- \* Effective oral and written communication skills, including writing clear and comprehensive reports.
- \* Practice good interpersonal communication skills and maintain positive, civil, and collegial interactions with all members of the campus community.

**ABILITIES:**

Incumbent must have the ability to:

- \* Identify and evaluate sensitive and/or dangerous situations and take appropriate action, quickly and calmly.
- \* Make clear, concise written and oral reports of observations and actions taken
- \* Establish and maintain effective working relationships with campus personnel, students, community agencies and the public.
- \* Meet the physical and mental demands of the job.
- \* Maintain standards of professional ethics and adhere to law enforcement code of conduct.
- \* Demonstrate professional conduct while representing the University at on and off campus meetings and events.
- \* Use effective investigative techniques and procedures.
- \* Comply with collective bargaining agreements.
- \* Consistently perform the duties of this position at a satisfactory level or above.
- \* Communicate job-related information in a positive and productive manner.
- \* Contribute to a positive University experience for every student and assist in achieving the University's commitment to its Strategic Priorities.
- \* Operate law enforcement motor vehicles (with emergency and communications equipment), portable radio and other communications and safety equipment, weapons, and emergency response equipment.
- \* Safely operate a motor vehicle in congested traffic areas.
- \* Be dedicated to continuous learning, skill enhancement and formal education.
- \* Work in a fast-paced environment and meet deadlines.
- \* Work independently and exercise sound judgment.
- \* Take direction from supervisors.
- \* Work various rotating shifts including nights, weekends, and holidays.
- \* Be sensitive to a changing environment and the potential need to reassess priorities as a result of those changes.
- \* Adjust to technological and work environment changes.

## 2. Education and/or Experience

Current enrollment in, or successful completion of, a California Peace Officers Standards and Training (P.O.S.T.) Basic Police Academy is required at the time of application. Possession of a valid Certificate of Completion of the Basic Academy is required at time of appointment.

Must be a high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, or have attained a two-year or four-year degree from a college or university.

MINIMUM STANDARDS for POLICE OFFICER CANDIDATES (California Government Code Section 1031):

- \* Must have no felony convictions.
- \* Must have no misdemeanor convictions containing elements of domestic violence.
- \* Must successfully complete fingerprint and records check including local, state and federal criminal records.
- \* Must satisfy citizenship requirements detailed in Government code 1031 (a) & 1031.5. Be a U. S. citizen, or a permanent resident alien who has applied for citizenship and obtains citizenship within three years of application date.
- \* Must be a minimum of 21 years of age by the time of sworn appointment.
- \* Must have good moral character as determined by a thorough background investigation which will be conducted as prescribed in the P.O.S.T. Administrative Manual, and must be completed prior to appointment date.
- \* Must be free from any physical, emotional, and mental condition which might adversely affect the exercise of powers of a police officer.
- \* Must be able to read and write at the levels necessary to perform the job of a police officer as determined by the use of the P.O.S.T. Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability.
- \* A valid California driver's license is required by time of appointment.

## F. PHYSICAL REQUIREMENTS

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

Incumbent must be able to perform the essential functions of the job with or without reasonable accommodation. Must be able to position self to complete all the physical requirements of active duty as a police officer.

## G. WORK ENVIRONMENT

Must be able to perform law enforcement duties and emergency related duties in various environments (indoor, outdoor, inclement weather, and other adverse conditions, etc.) Requires ability to work various rotating shifts including nights, weekends, and holidays. May be required to work on short notice. May require evening/night and weekend travel.

Personal protective equipment required: police uniform (as described in the University Police General Orders Manual) and duty belt with weapon.

## H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

## I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

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# APPROVAL

## *In Order of Approval*

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

Classification/Compensation: \_\_\_\_\_ Date: \_\_\_\_\_