

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to the Chief of Police or designee, taking lead work direction from other sworn administrators or a supervisor, and under general supervision of the Patrol Sergeant and/or shift supervisor, the Police Officer patrols and enforces Federal, State, and local laws and ordinances; conducts criminal investigations and writes complex criminal and civil reports; maintains a high degree of independence, initiative, and interaction with all factions of the University community and general public; testifies in court; incorporates 21st Century and Community Oriented Policing and Problem Solving methodologies; must integrate professional knowledge and law enforcement service with the culture of the diverse educational environment to accomplish department and university objectives and goals; and performs related work as required.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Patrols California State University properties and surrounding areas as assigned by vehicle, bicycle, or on foot to deter crime and to locate, and apprehend persons committing criminal acts; provides mutual aid and assistance to other law enforcement agencies as requested or as circumstances dictate;
- Demonstrates sensitivity to, and respect for a diverse and inclusive population;
- Takes direction from supervisors and managers;
- Complies with collective bargaining agreements;
- Makes public presentations on behalf of the department to include crime prevention and personal safety presentations on a variety of topics;
- Adheres to the law, department policy and regulations, and University policy and regulations. Detains, cites, and/or arrests persons to include combative, disruptive, and dangerous persons; uses force, to include lethal and non-lethal force when necessary to protect the safety of the public and to take persons into custody without violating civil and constitutional rights;
- Transports persons to jail, detoxification, mental health, or medical facilities;
- Conducts criminal and civil investigations; interviews victims, suspects, and witnesses; collects and maintains evidence; writes crime reports; responds to subpoenas and testifies in court as required; photographs and draws diagrams of crime or accident scenes; operates and maintains proficiency using CLETS, RIMS, and law enforcement computer and technology systems;
- Implements University emergency preparedness plan including law enforcement response, emergency evacuation plans, and coordination of fire, medical, communication, facilities, and other emergency services as necessary to assist injured persons and mitigate the emergency;
- Maintains cooperative working relationships within the department and university community; maintains confidentiality as required of law enforcement, legal and sensitive documents and information; communicates clearly in English both verbally and in writing; reads, corrects, and prepares clear, and concise reports; follows and understands written and oral instructions to include reading, understanding, and interpreting official legal documents;
- Provides traffic and crowd control; responds to life threatening incidents; provides non-police related support services as needed to included locking and unlocking buildings and facilities, call- outs of residential life, facilities, landscaping, custodial, academic, and administrative personnel for incidents;
- Wears various uniforms, body armor, duty belt, carry and use approved firearms and weapons within the confines of the law, department policy, and in a safe and responsible manner; answers questions for the general public, students and University employees regarding laws, ordinances, incidents, or services;

- Attends POST and department trainings to maintain required law enforcement standards, and meet department objectives;
- Refrains from criminal, unlawful, or unethical activity on or off-duty that would result in the loss of ability to carry a firearm, be a credible witness in a court of law, or meet the requirements to remain a police officer in the State of California;
- Safely and effectively operates law enforcement motor vehicles with communications equipment and emergency response equipment;
- Must adhere to the law enforcement code of ethics at all times; may be assigned or perform special assignments;

Secondary Duties:

- May serve as an officer in charge or lead officer and provide lead work direction to other staff within the department and may supervise student employees and interns;
- Performs collateral duties, with or without stipend, as assigned.

Work Environment: Duties will primarily take place in an outdoor setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. Incumbents may be assigned to other locations for special events and interim needs. This position requires working on rotating shifts, some upon short notice, to include evenings, weekends, university commencement during May and holidays. Some overtime and callback service may be required to meet operational needs. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by the Chief of Police or designee. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 2-4 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up as prescribed by P.O.S.T. standards.

Minimum Qualifications: This position requires a high school diploma or equivalent. A BS/BA degree and law enforcement experience in a college or university setting preferred. Must meet the POST minimum requirements for eligibility to be a police officer, which includes being at least 21 years old. Must satisfy citizenship requirements detailed in Government code 1031 (a) and 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 have successfully completed an approved California Basic Peace Officer Standards and Training (P.O.S.T.) Academy, including obtaining a Basic Course Certificate, or re-certification course within the three years preceding hire date. In addition, this position requires successful completion of an oral interview, written examination, physical agility test, pass all background requirements mandated by P.O.S.T., psychological examination, potential polygraph or similar examination, and medical exams which include drug screening, and must possess and maintain a valid California Driver License. The incumbent must participate in, and successfully complete a Field training program and successfully pass a one-year probationary period. The incumbent must meet and maintain compliance with state and federal law (e.g. Clery Act, CANRA, etc.), and California POST regulations and certifications for peace officers. The incumbent must participate in the California DMV Employer Pull Notice (EPN) Program. Intermediate proficiency with computers and Microsoft Office (Word, Excel) required. Knowledge of Google Suite, technology often used by law enforcement, and PeopleSoft preferred.

This position requires knowledge of federal, state, local laws and ordinances; Sonoma County law enforcement protocols; University and department policies; United States Constitution and Bill of Rights; patrol techniques; traffic and crowd control; crime prevention; crime scene documentation and evidence collection; interview and interrogation techniques; surveillance techniques; drug use recognition; law enforcement radio protocols and law enforcement computer systems.

The incumbent must maintain current licenses, certificates, permits, and other items required for this position and immediately report to supervisor the loss or expiration of same. Must be able to perform law enforcement

and emergency related duties in various environments to include indoor, outdoor, inclement weather, and other adverse conditions.

This position also requires the ability to work independently and make critical decisions with minimal supervision; consistently exercise sound judgment and discretion in analyzing and resolving problems; ability to move heavy objects and lift and carry injured or intoxicated persons short or long distances while performing duties; communicate clearly in English verbally and in writing; read, correct, and prepare clear and concise reports; and follow and understand written and oral instructions to include reading, understanding, and interpreting official legal documents. Must possess an ability to quickly learn and apply campus rules and regulations related to work performed; operate in an environment that requires discretion and confidentiality; take initiative in developing and improving skills; demonstrate reliable work history, dependability, integrity, good observation skills, and professional bearing; and possess credibility as a witness in a court of law.

In addition, the incumbent must have effective interpersonal skills to resolve a wide variety of sensitive situations; demonstrated ability to think and act effectively in emergency and sensitive situations; willingness to confront and if possible, resolve problems; as well as the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.