



University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

| FOR HUMAN RESOURCES USE ONLY: | | | | | |
|-------------------------------|------------|---------|-------------------|-------------|----------|
| APPROVED CLASSIFICATION | CLASS CODE | EEO CAT | RANGE/ GRADE CODE | APP. BY C&C | DATE |
| Police Officer | 8350 | 10 | 0 | LL | 12/12/23 |

1. POSITION INFORMATION

Employee: _____ Department: Police Department

Current Classification: Police Officer Working Title: Police Officer

Time Base: F.T. P.T. _____ % Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

| | | |
|-----------------------|------------|------------|
| Classification: _____ | Qty: _____ | FTE: _____ |
| Classification: _____ | Qty: _____ | FTE: _____ |
| Classification: _____ | Qty: _____ | FTE: _____ |

Name & Title of Work Lead (if any): _____

Name & Title of Appropriate Administrator: Harvey Woo, Lieutenant/Christina Lofthouse, Lieutenant

Name & Title of Dean/Manager (MPP): Chet Madison Jr., Chief of Police

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: _____

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a "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 as a condition of employment.

Employee: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Dean/Manager (MPP): _____ Date: _____

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4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx>.)

MINIMUM QUALIFICATIONS:

- Working knowledge of current law enforcement methods and procedures.
- Working knowledge of current criminal codes and laws.
- Effective interpersonal skills to resolve a wide variety of sensitive situations.
- Effective oral and written communication skills, including writing clear and comprehensive reports.
- Demonstrated ability to think and act effectively in emergency and sensitive situations.

Education and Experience:

- High school diploma or equivalent.
- Successful completion of a P.O.S.T. certified training program, including obtaining a Basic Course Certificate.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

Knowledge, Skills, Abilities

1. Ability to operate state vehicles and various police-oriented equipment.
2. Ability to work cooperatively with various levels of faculty, staff, students, and outside agencies.
3. Ability to communicate and perform duties effectively in a professional manner during situations that may rapidly evolve.
4. Ability to maintain tact and sensitivity.
5. Organizational skills.
6. Ability to work with a diverse environment.
7. Ability to work days, nights, and midnights.
8. Must meet all employment requirements established by P.O.S.T. and State Law.

Conditions of Employment:

- California Basic P.O.S.T. Certificate Required or P.O.S.T. Academy Graduate
- Ability to successfully pass a background check

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

9. Experience as a police officer in an academic setting.
10. AA degree/60 units desirable, and must have been awarded 6 semester units or 9 quarter units of job-related college credit at date of hire or within 24 months thereafter.

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

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Responsible for the enforcement of all California State laws and University policies. Provide crime prevention by safeguarding University and personal property through motorized and foot patrol of assigned areas. Obtain evidence, apprehend violators, perform arrests and appear in courts as a witness. Enforce all posted University speed regulations using police radio patrol cars, respond to all radio calls or disturbances, assist in transporting the ill and injured as required. Investigate and make appropriate reports on accidents, property damage, fires, law violations and disturbances of the peace occurring on campus.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

| % of Time | Frequency (daily, weekly, monthly, etc.) | Essential Functions Only (List in order of importance) |
|-----------|--|---|
| 80% | D,W,M | <p>Responsible for the enforcement of all California State laws and University policies.</p> <p>Provide crime prevention by safeguarding University and personal property through motorized and foot patrol of assigned areas.</p> <p>Obtain evidence, apprehend violators, perform arrests and appear in courts as a witness.</p> <p>Enforce all posted University speed regulations using police radio patrol cars, respond to all radio calls or disturbances, assist in transporting the ill and injured as required.</p> <p>Investigate and make appropriate reports on accidents, property damage, fires, law violations and disturbances of the peace occurring on campus.</p> |

8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

| % of Time | Frequency (daily, weekly, monthly, etc.) | Marginal Functions Only (List in order of importance) |
|-----------|--|--|
| 20% | D/W/M/Y | <p>Take charge at the scene of accidents or emergencies, provide crowd control for assemblies, demonstrations and State functions, or as may be required.</p> <p>Report hazardous conditions, unusual circumstances, and malfunctioning of any physical plant equipment.</p> <p>Provide money escorts as required for all University functions.</p> <p>Direct traffic, enforce parking regulations and issue citations as necessary.</p> <p>Perform other duties as assigned by the Director of Public Safety or his designee.</p> <p>Access data via computer.</p> <p>*The Sergeant completes all evaluations of Police Officers. The Lieutenant reviews all evaluations of Police Officers</p> |

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9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

This classification is reserved for entry-level sworn officers who have graduated from a certified P.O.S.T. academy and obtained the Basic Course Certificate. Duties at this level require a working knowledge of law enforcement methods and procedures, criminal codes and laws, and investigating techniques and procedures. The Police Officer performs general patrol and operational police duties and may assist in investigations or as a member on special teams or task forces. Incumbents may receive specialized on-the-job training to perform these specialized functions.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

Under general supervision, the primary responsibilities of a Police Officer are to protect students, faculty, staff, campus visitors, property and facilities from accidents, bodily harm, fire, theft, vandalism and illegal entry; enforce laws and traffic regulations; apprehend violators; provide general information and assistance to the public; and assist in investigations.

Police Officers patrol campus buildings and grounds by foot or by vehicle; control crowds during assemblies or disturbances; guard property; investigate and prepare reports on accidents, property damage, fires, law violations, thefts and disturbances of the peace; and gather evidence, make arrests and appear in court as required. Work assignments may include enforcing parking regulations and issuing traffic citations, administering first aid to injured persons and guarding or transporting cash funds.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

Protect students, faculty, staff, campus visitors, property and facilities.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

| PHYSICAL | | MENTAL | | ENVIRONMENTAL | |
|----------|------------------------------|--------|----------------------------------|---------------|---|
| F | Sit | F | Direct others | F | Is exposed to excessive noise |
| F | Stand | F | Concentrate | F | Is around moving machinery |
| F | Walk | F | Analyze | F | Is exposed to marked changes in temperature and/or humidity |
| F | Have mobility | F | Use reason/logic | | |
| F | Bend | F | Demonstrate recall | F | Is exposed to dust, fumes, gases, radiation, microwave (circle) |
| F | Climb | F | Make decisions | | |
| F | Reach | F | Works rapidly | F | Drives motorized equipment |
| F | Kneel | F | Handle multiple tasks/priorities | F | Works in confined quarters |
| F | Push/Pull | F | Tolerate variety | F | Works in high places |
| F | Have gross hand coordination | F | Work with others | | Other: |
| F | Have fine hand coordination | | Other: | | |
| F | Hear with background noise | | | | |

Employee Initials:

Date:

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| | | |
|---|----------------------------------|--|
| F | Hear the spoken word | |
| F | Hear over a phone/other device | |
| F | See to read fine print | |
| F | See to read bold print | |
| F | See to accomplish a task | |
| F | Talk | |
| F | Communicate | |
| F | Lift: 60 lbs. max | |
| F | Carry: 60 lbs. max | |
| F | Operate equipment | |
| F | Perform keyboard entry | |
| O | Other: Perform CPR and first aid | |

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

| Hardware Type | Software Applications Used |
|---------------|----------------------------|
| | |