



POSITION DESCRIPTION

Department: University Police Department
Working Title: Police Officer (Lateral)
Job Code: 8350
Time Base: 1.0 fte
Position Number: 00000049
Union / Unit (if applicable): Statewide University Police Association (SUPA) / Unit 8

Position Reports To: Sergeant
Classification: Police Officer
Range Code: 1
Exempt or Non-Exempt: Non-Exempt
Last Update: 10-12-19

PURPOSE OF POSITION:

Under the direction of a supervisor, performs patrol duties in a vehicle or on foot to protect university students, personnel, visitors, property, and facilities from accidents, bodily harm, fire, theft, vandalism, and illegal entry. Enforces laws and traffic regulations, and apprehends violators. Provides general information and assistance to the public. Maintains comprehensive knowledge of laws, Department Rules and Regulations, General Orders and University policies; prepares various reports; performs word-processing.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Patrol Operations	30%
2. Community Oriented Policing	25%
3. Communications	25%
4. Training	15%
5. Equipment Maintenance	5%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

- Patrol Operations**
Responsible for investigating criminal and non-criminal cases, and public safety situations. Makes arrests and transports prisoners. Interviews witnesses, assists them in trial preparation and appears in court when subpoenaed. Conducts traffic accident investigations. Responds to fire and security alarms. Patrols the campus and other property owned or operated by the University. Patrols may include a mixture of vehicular, bike, foot or stationary assignments. Directs traffic and enforces traffic infractions; maintains crowd control during emergencies and special events; and may enforce parking regulations. Provides safety escorts. Assists as part of emergency response team during campus disasters or emergencies.
- Community Oriented Policing**
Interacts with the community, establishing a sense of personal safety and promoting the public trust throughout the community. Engages with campus stakeholders, including students, staff, and faculty, to build collaborative, problem-solving relationships. Participates with student groups to foster development of strong relationships through education, training, and active involvement in community issues. Supports and participates in programs through the department's Police and Community Engagement (PACE) program.
- Communications**
Writes reports which accurately describe events that he/she observes, or as they are described by witnesses. This may include drawing traffic accident or crime scene diagrams. Requires ability to operate a personnel computer. Verbally communicates information in person, by two-way radio or by telephone. Includes relaying information to fellow officers, supervisors, and other agencies.
- Training**
Participates in training which includes classroom and on-the-job instruction. Employees must demonstrate proficiency in the use of firearms and participate in defensive tactics and physical fitness training. Minimum firearms qualification scores must be attained as a condition of continued employment. Must meet all training requirements established by the Commission on Peace Officer Standards and Training, and Department Policy.
- Equipment Maintenance**
Maintain and clean all Department issued equipment that is necessary to perform duties.

PROVIDES LEAD DIRECTION OF OTHERS:

None

REQUIREMENTS OF POSITION:

1. List education and experience required

- Must pass a panel interview, Chief's interview, medical exam (including a drug screen), psychological exam, polygraph exam, and background investigation prior to appointment.
- Must have a Basic California POST Certificate **OR** completed a California POST police academy and obtained a POST certified training certificate for the basic course prior to hire.
- A valid California Driver's License is required at the time of appointment.
- Incumbent must satisfactorily complete the Department Field Training Program within (12) months of the date of appointment.

2. List knowledge, skills, and abilities required for this position

- Ability to operate a two-way-radio, personal computer, telephone, fax machine, and copier. In addition, must be able to operate standard police vehicle, safety equipment used including firearms, chemical agents, handcuffs, flashlight and duty belt
- Incumbent may be involved in physical confrontations requiring the use of force from passive restraint up to and including deadly force. Other physical demands require good aerobic conditioning, and in some cases, heavy lifting.
- Incumbent will be required to work rotating shifts.
- Ability to read, write, and orally communicate effectively in a clear and concise manner.
- Demonstrate ability to communicate and work effectively with a diverse campus community, and with members/agencies outside the Cal State San Marcos community.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- Two-way radio, personal computer, telephone, fax machine, and copier.
- Police vehicle.
- Safety equipment including firearms, chemical agents, handcuffs, flashlight and duty belt.

4. Unique working conditions

- Incumbent will be required to work rotating shifts to include weekends and nights.
- Must be able to perform law enforcement duties and emergency related duties in various environments (indoor, outdoor, inclement weather, and other adverse conditions).

5. Other Employment Requirements

- 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 Revised July 21, 2017](#) as a condition of employment. General Reporter
- This position is required to complete Sexual Harassment Prevention training "EDU Supervisor: Anti-Harassment, Discrimination, Retaliation"
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention "EDU: Eliminate Campus Sexual Misconduct".

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

On a daily basis, will encounter members of the campus and community to investigate complaints, make arrests, write citations and assist in a variety of ways such as escorts, motorist assist, building/room unlocks, etc. The incumbent will interact with a variety of people in a variety of emotional states, including those in crisis, the irate, and the victimized.

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting				X	
2. Standing					X
3. Walking					X
4. Bending Over			X		
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead		X			
8. Crouching		X			
9. Kneeling	X				
10. Balancing	X				
11. Pushing or pulling		X			

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less				X	
B. 11 to 25 lbs			X		
C. 26 to 50 lbs		X			
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms				X	
14. Repetitive use of legs					X
15. Eye/hand coordination				X	

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Yes	No
X	
	X
X	

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others			X		
2. Writing					X
3. Using math/calculations			X		
4. Talking					X
5. Working at various tempos					X
6. Concentrating amid distractions					X
7. Remembering names			X		
8. Remembering details				X	
9. Making decisions			X		
10. Working rapidly				X	
11. Examining/observing details				X	
12. Discriminating colors				X	

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside				X	
2. Outside					X
3. Humid			X		
4. Hazards		X			
5. High places	X				
6. Hot				X	
7. Cold				X	
8. Dry				X	
9. Wet				X	
10. Change of temp				X	
11. Dirty			X		
12. Dusty				X	
13. Odors				X	
14. Noisy				X	
15. Working w/others					X
16. Working around others					X
17. Working alone			X		

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Supervisor (MPP)

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (if different from above)

Print Name: _____

Signature: _____

Date: _____