**Instructions:** Complete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources ([hrclass-comp@csun.edu](mailto:hrclass-comp@csun.edu)), and the original electronic version maintained by the department. For resources on completing this form, visit: [csun.edu/careers/position-description-process](https://www.csun.edu/careers/position-description-process) [NOTE: Form is unlocked; **Ctrl + Click** to open links.]

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| **Date Prepared/Revised:** | 8/2/2024 |

**A. Action Requested**

Request a New position OR  Fill a Vacant position *(Must initiate through online recruitment)*  
 Initiate a Classification Review for a filled position

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| **Requestor:**  Employee OR  MPP Administrator | **Name:** |

Update an existing position description *(no review requested)*

New Employee/Appointment acknowledgment of the position description *(no review requested)*

*(Employee should be given full position description within one week of start date)*

**B. Current Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of current incumbent:** *(if filled)* | | | | | | | | **Employee ID #:** | |
| *Or if vacant*, *name of previous incumbent*: Virgil Messmore | | | | | | | | | |
| **Classification Title:** Corporal | | | | **Job Code:** 8365 | | | **Grade:** | **Position #:** 99740407 | |
| **Working Title:** *(optional*)  Patrol Corporal | | | | | | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Nonexempt  *(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* | | | |
| **Department ID:** 10204 | **Department Name:** Police Services | | | | | | | | **Time Base:** 1.0 |
| **Lead** *(Staff lead, if applicable)*  **Name:** | | **Classification Title:** | | | **Working Title:** | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Gabriel Kearney | | | **Working Title:**  Commander | | | | | | |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

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| **Is this a sensitive position as designated by the CSU?**  Yes  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

**C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

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| Under the general supervision of the commander, the corporal rank is distinguished from the police officer series by the regular, ongoing assignment as assistant shift supervisor (lead) responsible for providing guidance to a shift and providing direction to officers in the field. Those corporals performing a special assignment on a regular, ongoing basis including but not limited to K9 officer, and motor officer may be designated as the special unit coordinator to that unit. Corporals are experienced sworn members of the Department who may be called upon to act as a field training officer (FTO) at the discretion of the patrol commander. Corporals may also be called upon to provide input to sergeants during the annual performance evaluation process.  They are assigned to patrol as assistant shift supervisors and act as lead officers, providing supervision in the absence of the patrol sergeant. In this capacity, the corporal is responsible for supervising sworn personnel who perform basic patrol functions through directed and multi-dimensional patrol plans, community policing, assessing incidents for potential timely warnings, making notifications to command staff as appropriate, and other duties normally expected of a sergeant. They may provide oversight to specific civilian positions such as dispatchers and CSO’s.  Ensures that police officers strictly adhere to the mission, vision and value statements for the department and professional standards as outlined in the law enforcement accreditation program. They are responsible for all the functions of a police officer to include but not limited to responding to all emergency situations including medical and mental health emergencies, hazmat and fire situations, arrests, critical incidents, persons of concern, and other serious crimes. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

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| **Description of Duties** | **% of Time Total = 100** | **Essential  (Minimum 15%)** |
| **Vehicle & Foot Patrol**   * Patrols the campus by vehicle, motorcycle, bicycle, or on foot for criminal activity and citizens in need of assistance. * Conducts crime suppression activities. * Conducts field interviews and document contacts with suspicious persons. * Monitors large crowds during assemblies or disturbances and unusual activities to minimize the possibility of violence. * Patrols grounds and foot patrols through buildings for safety hazards, security deficiencies, and the presence of unauthorized persons. * Opens and Locks areas and offices as appropriate. * Reports deficiencies for correction. * Works assignments may include enforcing parking regulations and issuing traffic citations and transporting persons with cash funds. * Responds to and provide medical assistance to injured and ill people on campus and at traffic accidents near or on campus; responds to scenes where hazards are involved, such as chemical spills, suspicious fumes, deficient lighting, broken glass, etc. and initiates corrective action to minimize the danger to the public. * Assists with building evacuations during emergencies. | 30 |  |
| Supervision/Training & Oversight   * Acts as assistant shift supervisor and acts as lead officer, providing supervision in the absence of the patrol sergeant. * Provides guidance and direction to officers in the field. May be assigned as a lead or coordinator of a specialized unit. * Conducts and/or supervise training activities, incident command drills, mobile command unit set up and related duties as assigned. * May provide field training to probationary officers as assigned. May also be called upon to provide input to sergeants during the annual performance evaluation process. | 20 |  |
| Preliminary Investigations & Arrests   * Responds to the range of patrol situations such as: crimes in progress, de-escalating violent situations, interviewing victims, suspects and witnesses and determining if suspects should be detained, warned, or arrested and taking appropriate action; determining if victims need special assistance; initiating appropriate incident or crime reports; conducting crime scene investigations, preserving evidence, confiscating contraband, and protecting recovered property; writing arrest reports, transporting and booking arrestees. When the Sergeant is absent, will assume leadership and supervision off field investigations and arrests and supervise the activities of the shift. * Appears in court as required. | 20 |  |
| Report Writing   * Documents violations of law by writing citations, field interview cards and crime reports * Documents non-criminal unusual incidents, injuries, safety hazards, property damage, lost and found property, and traffic collisions. | 10 |  |
| Community Policing and Crime Prevention   * Conducts activities (or supervise same) to create police/community partnerships, gaining confidence and building credibility with the campus community. * Makes evaluations of potential criminal activity and recommend how to minimize being victimized. * Presents crime prevention programs. * Maintains familiarity with current crime patterns and initiate actions to reduce the frequency of crime.the danger to the public. Assist with building evacuations during emergencies. | 15 |  |
| Performs other duties as assigned. | 5 |  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

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| **PHYSICAL DEMANDS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |  |  | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Key Boarding and Mousing |  |  |  |  | 1. Lifting or Carrying |  |  |  |
| 1. Repetitive Motion of upper extremities |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Hearing |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Sight |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Sitting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Standing |  |  |  |  | 1. Pushing or Pulling |  |  |  |
| 1. Walking |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Bending *(from waist or neck)* |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Climbing *(Ladders, stairs or stools)* |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Reaching |  |  |  |  |  |  |  |  |

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| **ENVIRONMENTAL CONDITIONS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Inside *(Typical office environment)* |  |  |  |
| 2. Elevated Work *(Raised platform/scaffold)* |  |  |  |
| 1. Extreme Temperature *(hot or cold)* |  |  |  |
| 1. Outdoor |  |  |  |
| 1. Hazards |  |  |  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
| This position will be assigned to work nights, weekends, rotating shifts. |

**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

|  |  |
| --- | --- |
| **Type** | **Purpose and Desired Results** |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| RIMS | Police Records Management |
| LEFTA | Field Training Officer Evaluation |
| Identikit Composites | Composite sketches |
| Microsoft Teams | Shift scheduling |

**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. a justifying duties statement must be included if a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*.* ***\*****CSU/CSUN “Required” training will be provided after starting the appointment.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* |  |  |  |
| **\***CSUN Procurement Card (P-Card) Training |  |  |  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) |  |  |  |
|  |  |  |  |
| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* | | | |
| Additional qualifications include successful completion of POST Certified Supervisory Training Course or ability to qualify for and complete the course within the two years of appointment; Field Training Officer school; Completion of First Aid and CPR Certificate and Defensive Driving Course is required along with other training as assigned. | | | |

**H. Lead or Oversight of Other Positions**   Yes  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

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| --- | --- | --- |
| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
| Police Officer | Police Officer | Various |
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**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

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**J. Signatures** *(Print, sign, and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** | **Signature:** | **Date:** | **Extension:** |
| **LEAD** *(Acknowledgement of reading this job description)* | | | |
| **Non-MPP Lead:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **MANAGEMENT** (*Acknowledgement that the information is complete and accurate*) | | | |
| **1st level MPP Administrator/Dept. Chair:** *(required)*  **Gabriel Kearney, Commander** | **Signature:** | **Date:** | **Extension:** |
| **2nd level MPP Administrator:** *(if applicable)*  **Mark Benavidez, Deputy Chief** | **Signature:** | **Date:** | **Extension:** |
| **3rd level MPP Administrator:** *(if applicable)*  **Alfredo Fernandez, Chief of Police** | **Signature:** | **Date:** | **Extension:** |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*\*\*\*\*FOR HR USE ONLY\*\*\*\*\*** | | | | | |
| Classifier Initials: |  | Job Title: |  | | |
| Date: |  | Job Code/Grade: |  | Recruitment ID: |  |