

(PD-6099) Police Officer - Cal Poly Police Department

PD No.:PD-6099

POSITION INFORMATION

Internal Team:* SL-Public Safety - 204000

Job Code/Employee Classification:* Police Officer
Job Code: 8350

MPP Job Code:

Position Number: Police Officer
Position no: SL-00008696

CSU Working Title:* Police Officer - Cal Poly Police Department

Reports To:* Deputy Chief of Police

Campus:* San Luis Obispo

Division:* Administration and Finance

College/Program:* Public Safety

Department:* Public Safety - 204000

FLSA Status: Non-Exempt

POSITION DESIGNATION

Mandated Reporter:* General - 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.

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Job Summary/Basic Function:*

The mission of the Public Safety Department at Cal Poly is to promote a safe and secure learning environment by working cooperatively with the campus community to enforce the laws, preserve the peace, maintain order and provide exceptional professional services to our guests and our community. The Public Safety Department consists of an Operations Division and a Support Division. The Operations Division is the Cal Poly Police Department which is a full service professional law enforcement agency that provides service 24 hours a day, 7 days a week, year round. All officers are vested with full police officer powers and are certified by the California Commission on Peace Officers Standards and Training (POST).

Under the general supervision of the, Deputy Chief, the Police Officer's primary responsibilities, include but are not limited to: protecting students, faculty, staff, campus visitors, property, and facilities from accidents, bodily harm, fire, theft, vandalism, and illegal entry; enforcing laws and traffic regulations; apprehending violators; providing general information and assistance to the public; crime prevention; and assisting in investigations. Special assignments may include Investigations, Bike Patrol, Crime Prevention, Critical Response Unit (C.R.U.), and K9.

Minimum Qualifications:*

At least 21 years of age.

High School diploma or equivalent.

Must be a U.S. Citizen or permanent resident alien with an application for citizenship completed at least one year prior to the date of application.

Selected candidates must be able to successfully pass a pre-employment medical examination, physical agility test, psychological examination, a thorough background check, which requires fingerprinting, and a drug test.

Required Qualifications:

Working knowledge of current law enforcement methods and procedures.

Working knowledge of current criminal codes and laws and investigative techniques and procedures.

General knowledge of crime prevention and first aid.

Demonstrated ability to think and act effectively in emergency and sensitive situations.

Ability to render assistance in accordance with the Public Safety policy and procedures manual.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Familiar with or the ability to quickly learn adjacent city streets, common student complexes, local hospitals, important business establishments, etc.

Familiarization with or the ability to quickly learn current briefing information, orders directives, and bulletins.

Ability to work independently and make sound judgments.

Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.

Effective oral and written communication skills including writing clear and comprehensive reports. Thorough knowledge of English grammar, spelling and punctuation.

Proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

Ability to interpret, communicate and apply policies and procedures.

Demonstrated ability to maintain a high degree of confidentiality.

Effective interpersonal skills with the ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.

Ability to communicate effectively to the public regarding current laws and University policies.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Preferred Qualifications:

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions:

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work overtime, holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

Ability to properly discharge and reload a firearm.

Ability to sit, stand, walk, push and/or pull, balance, stoop, kneel or crouch, crawl, lift and carry up to 50 lbs., climb stairs, use hands and fingers to handle or feel objects, tools, or controls, reach with hands and arms and exit a vehicle.

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.

This position classification has been defined as "Non-exempt" and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

Possession of (or ability to obtain by date of hire) a valid Class C California Driver's License with a satisfactory driving record.

Graduation from a California Peace Officer Standards and Training (POST) Basic Course academy or employment as a California Peace Officer within the past three years.

Possession of (or ability to obtain within 12-18 months of employment) POST Basic Certificate which requires successful completion of a probationary period and completion of a California POST-certified Basic Course.

Supervises Employees:*

Yes No

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
90	<p>Enforcing Federal and State laws, CSU rules and regulations, and maintaining order.</p> <p>Prevent crime through community based policing and education.</p> <p>Patrol campus buildings and grounds by foot, bike or by vehicle; respond to calls for service regarding disturbances; suspicious activity; traffic accidents; theft; medical aids; conduct searches; and related activities.</p> <p>Apprehend and process suspects.</p> <p>Enforce traffic laws and CSU regulations; investigate traffic accidents; and monitor road safety.</p> <p>Receive and respond to citizen inquires; and give general assistance or directions as appropriate.</p> <p>Prepare and present oral and written reports.</p> <p>Provide assistance to campus personnel, students, and the general public in matters of public safety.</p> <p>Collect and preserve evidence.</p> <p>Respond to medical emergencies and evaluate the situation, provide needed services and advise if additional medical services are needed.</p> <p>Provide assistance and patrol for special events; which may include, concerts, football games, graduation ceremonies, and Open House.</p> <p>Court preparation and report observations and actions by testifying in court.</p> <p>Ensure operation of equipment by completing preventative maintenance requirements; follow manufacturer's instructions; troubleshoot malfunctions; and notify supervisor of needed repairs.</p> <p>Respond to and investigate fire and intrusion alarms.</p>	Essential
10	<p>Participate in crime prevention/educational programming to educate the campus community.</p> <p>Participate in safety surveys for roads, traffic signs, lights.</p> <p>Unlock buildings on special request.</p> <p>Assist with traffic control and parking barricades.</p> <p>Perform other job-related duties and special projects as assigned.</p> <p>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments</p>	Marginal