|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: | | | | Fresno State ID # |
| Classification: Police Officer  Prepared By (MPP/Chair): Police Lieutenant | | | | Working Title: Police Officer  Department: Police Department Date Prepared: 10/2024 |
| Bargaining Unit: | R08 | FLSA Status: | Non-Exempt |

**POSITION DESCRIPTION**

## Overview:

The mission of the University Police Department is to provide a safe environment for the university community (students, faculty, staff, and visitors), and a vital healthy work environment for all department personnel.

## Position Summary:

* Under general supervision, the primary responsibility of a police officer is 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.
* Assist in investigations.
* Patrol campus buildings, grounds and surrounding community by foot, motorcycle or by vehicle.
* Control crowds during assemblies or disturbances.
* Guard property.
* Investigate and prepare reports on accidents, fires, law violations, thefts, and disturbances of the peace.
* Gather evidence, make arrests, and appear in court as required.
* Enforce parking regulations and issue citations for traffic violations.
* Administering first aid to injured persons.
* Guard or transport cash funds.
* Receive training and/or be delegated responsibility for additional work assignments that include:
  + Detective
  + Rangemaster
  + Field Training Officer
  + Defensive tactics instructor
  + Bicycle and motorcycle patrol
  + Special evidence technician
  + Crime prevention specialist
  + RAD (Rape Aggression Defense) instructor or serve as a member of a critical response or special reaction team.

## Supervisor and supervisory responsibilities:

|  |  |
| --- | --- |
| Who Supervises this Position: | Shift Sergeant |
| Who is Responsible for completing the Performance Appraisal: | Police Lieutenant |
| What other classifications does this Supervises: | None |

**Knowledge, Skills and Abilities:**

* Comprehensive knowledge of:
  + Current law enforcement methods and procedures.
  + Criminal codes and laws.
  + Effective investigative techniques and procedures.
* Ability to:
  + Write clear and comprehensive reports.
  + Work independently and make sound judgments.
  + Work flexible schedules including nights, weekends, holidays, rotating shifts and overtime.
  + Communicate well orally and in writing.
  + Safely and effectively operate police vehicles, firearms, computers, and other public safety equipment.
  + Testify in court proceedings.
  + Work effectively with faculty, students, staff, and the general public from diverse ethnic, cultural, and socio-economic backgrounds.
* Possess no felony record.

**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 by the date of hire.
* Possession of a valid California driver's license or the ability to obtain one by the date of hire.
* A work history of regular attendance and positive performance evaluations.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html) [Executive Order 1095.](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html)

Employee Name:

Department: Police Department

Position: Police Officer Date Prepared: 10/2024

**WORKING ENVIRONMENT**

**Check the appropriate box which most accurately describes the extent of the specific activity performed by the**

**employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.**

# PHYSICAL EFFORT

Number of hours/day Number of hours/day

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting | **☐** | **☐** | **☐** | **☐** | **☒** | 12. Lifting or carrying |  |  |  |  |  |
| 2. Standing | **☐** | **☐** | **☒** | **☐** | **☐** | A. 10 lbs or less | **☐** | **☒** | **☐** | **☐** | **☐** |
| 3. Walking | **☐** | **☐** | **☒** | **☐** | **☐** | B. 11 to 25 lbs | **☐** | **☒** | **☐** | **☐** | **☐** |
| 4. Bending Over | **☐** | **☒** | **☐** | **☐** | **☐** | C. 26 to 50 lbs | **☐** | **☒** | **☐** | **☐** | **☐** |
| 5. Crawling | **☒** | **☐** | **☐** | **☐** | **☐** | D. 51 to 75 lbs | **☒** | **☐** | **☐** | **☐** | **☐** |
| 6. Climbing | **☐** | **☒** | **☐** | **☐** | **☐** | E. 76 to 100 lbs | **☒** | **☐** | **☐** | **☐** | **☐** |
| 7. Reaching overhead | **☒** | **☐** | **☐** | **☐** | **☐** | F. Over 100 lbs | **☒** | **☐** | **☐** | **☐** | **☐** |
| 8. Crouching | **☒** | **☐** | **☐** | **☐** | **☐** | 13. Repetitive use of hands/arms | **☐** | **☒** | **☐** | **☐** | **☐** |
| 9. Kneeling | **☒** | **☐** | **☐** | **☐** | **☐** | 14. Repetitive use of legs | **☐** | **☒** | **☐** | **☐** | **☐** |
| 10. Balancing | **☐** | **☐** | **☒** | **☐** | **☐** | 15. Eye/hand coordination | **☐** | **☒** | **☐** | **☐** | **☐** |
| 11. Pushing or pulling | **☒** | **☐** | **☐** | **☐** | **☐** |  |  |  |  |  |  |

Yes No

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

# MENTAL EFFORT ENVIRONMENTAL FACTORS

Number of hours/day Number of hours/day

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others | **☐** | **☐** | **☒** | **☐** | **☐** | 1. Inside | **☐** | **☒** | **☐** | **☐** | **☐** |
| 2. Writing | **☐** | **☐** | **☒** | **☐** | **☐** | 2. Outside | **☐** | **☐** | **☐** | **☐** | **☒** |
| 3. Using math/calculations | **☐** | **☒** | **☐** | **☐** | **☐** | 3. Humid | **☐** | **☐** | **☐** | **☒** | **☐** |
| 4. Talking | **☐** | **☐** | **☐** | **☒** | **☐** | 4. Hazards | **☐** | **☐** | **☐** | **☒** | **☐** |
| 5. Working at various tempos | **☐** | **☐** | **☐** | **☒** | **☐** | 5. High places | **☒** | **☐** | **☐** | **☐** | **☐** |
| 6. Concentrating amid distractions | **☐** | **☐** | **☐** | **☒** | **☐** | 6. Hot | **☐** | **☐** | **☒** | **☐** | **☐** |
| 7. Remembering names | **☐** | **☐** | **☐** | **☒** | **☐** | 7. Cold | **☐** | **☐** | **☒** | **☐** | **☐** |
| 8. Remembering details | **☐** | **☐** | **☐** | **☒** | **☐** | 8. Dry | **☐** | **☐** | **☒** | **☐** | **☐** |
| 9. Making decisions | **☐** | **☐** | **☐** | **☒** | **☐** | 9. Wet | **☐** | **☐** | **☒** | **☐** | **☐** |
| 10. Working rapidly | **☐** | **☐** | **☒** | **☐** | **☐** | 10. Change of temp | **☐** | **☐** | **☒** | **☐** | **☐** |
| 11. Examining/observing details | **☐** | **☐** | **☐** | **☒** | **☐** | 11. Dirty | **☐** | **☒** | **☐** | **☐** | **☐** |
| 12. Discriminating colors | **☐** | **☐** | **☐** | **☒** | **☐** | 12. Dusty | **☐** | **☒** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  | 13. Odors | **☐** | **☐** | **☒** | **☐** | **☐** |
|  |  |  |  |  |  | 14. Noisy | **☐** | **☐** | **☒** | **☐** | **☐** |
|  |  |  |  |  |  | 15. Working w/others | **☐** | **☐** | **☐** | **☒** | **☐** |
|  |  |  |  |  |  | 16. Working around others | **☐** | **☐** | **☐** | **☒** | **☐** |
|  |  |  |  |  |  | 17. Working alone | **☐** | **☒** | **☐** | **☐** | **☐** |