**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), 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.]

|  |  |
| --- | --- |
| **Date Prepared/Revised:**  | 9/18/2024 |

**A. Action Requested**

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

|  |  |
| --- | --- |
| **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*: Daisy Hernandez |
| **Classification Title:** Police Officer  | **Job Code:** 8350  | **Grade:** 1 | **Position #:** 99740399 |
| **Working Title:** *(optional*)Police Officer  | [**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)*)*

|  |
| --- |
| **Is this a sensitive position as designated by the CSU?** [x]  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.*

|  |
| --- |
| By employing the tenets of the community policing philosphies and 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/parking regulations; apprehend violators; provide general information and assistance to the public; and assist in investigations. Police officers patrol campus buildings and grounds by foot, bicycle, electric vehicle, motorcycle and patrol car; 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 include a wide range of activities including emergency response, traffic control and enforcement, providing crime prevention programs, administering first aid to injured persons, and providing other policing tasks as required. Must be able to use basic safety and defensive equipment such as but not limited to firearms, batons, conductive energy device, handcuffs, AED and other first aid equipment.  Must be able to work in stressful conditions and use sound judgment in a moment’s notice.  Police officers are expected to adhere to the mission, vision, and value statements for the department and professional standards as outlined in the law enforcement accreditation program. Police officers work rotating shifts including nights, weekends, holidays, and special events. |

**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).*

|  |  |  |
| --- | --- | --- |
| **Description of Duties**  | **% of TimeTotal = 100** | **Essential (Minimum 15%)**  |
| **Community Policing:*** Implements community policing concepts through quantifiable and measurable activities to create police/community partnerships thereby gaining confidence and building credibility with the campus community.
* Makes evaluations of potential criminal activity and recommends how to minimize being victimized through partnerships and problem-solving processes.
 | 20 | [x]  |
| **Vehicle & Foot Patrol:*** Patrols the campus by vehicle, motorcycle, bicycle or on foot for criminal activity, traffic and parking violations, safety hazards, citizens in need of assistance. Conduct crime suppression activities.
* Conducts field interviews and document contacts with suspicious persons.
* Monitors large crowds and unusual activities to minimize the possibility of violence.
 | 15 | [x]  |
| **Medical Emergency & Safety Hazard Response:** * Police officers respond to and provide medical assistance with equipment such as First Aid kits, AEDs, etc. to injured and ill people on campus and at traffic accidents near or on campus.
* Maintains proficiency in First Aid and CPR. They coordinate getting campus medical staff or paramedics to injury locations.
* Responds to scenes where hazards are involved such as chemical spills, suspicious fumes, deficient lighting, broken glass, or slippery or otherwise deficient walking surfaces.
* Initiates corrective action to minimize the danger to the public.
 | 15 | [x]  |
| **Security and Crime Prevention:** * Patrols grounds and foot patrols through buildings for safety hazards, security deficiencies, and the presence of unauthorized persons.
* Handling lockouts (buildings) and occasional lockup as appropriate; report deficiencies for correction.
* Safeguard funds during transit around campus.
* Maintains familiarity with current crime patterns and programs/services offered by the department to combat the problem in order to initiate actions to reduce the frequency of crime.
* Promotes programs and services, such as participating at fairs and orientations, conducting risk reduction presentations to students, faculty, staff, parents and the greater community, conducting bicycle and laptop computer registration, assisting with resident move-in, conducting topic-specific programs such as alcohol/DUI prevention, sexual assault prevention, etc. as requested.
 | 15 | [x]  |
| **Report Writing:*** Documents violations of law by writing citations, field interview cards and crime reports.
* Makes reports documenting non-criminal unusual incidents, injuries, safety hazards, lost and found property, and traffic collisions. Officers write a daily log of activities.
* Initiates memoranda with greater detail when unusual situations occur which require follow-up.
* Officers on special assignment may be involved in writing department reports, training programs, or other special tasks needed by the department.
 | 15 | [x]  |
| **Preliminary & Latent Investigations & Arrests:*** Serve as first to respond to a report of a crime in progress.
* Assess the situation, protect life and property, and de-escalate volatile situations, using the appropriate degree of force necessary.
* Interview victims, suspects and witnesses and determine if suspects should be detained, warned, or arrested and take appropriate action.
* Determines if victims are in need of special assistance.
* Initiates appropriate incident or crime reports.
* Conducts crime scene investigations, preserves evidence, confiscates contraband, and protects recovered property.
* Writes arrest reports, transports and books arrestees into DPS or other jail facilities.
* Detains juvenile offenders for release to parents or delivery to juvenile facilities.
* Transport and book mentally ill persons who pose a danger to themselves or others.
 | 15 | [x]  |
| * 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.*

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

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

|  |
| --- |
| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
|       |

**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* |
| Microsoft Office | Create documents, reports, correspondence; email |
| RIMS | Electronic police records management  |
| JDIC/CLETS | Run searches for wants/warrants/DMV records |
|       |       |

**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)* | [x]  |  |  |
| **\***CSUN Procurement Card (P-Card) Training | [ ]  | [ ]  | [x]  |
| **\***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) | [x]  | [ ]  | [ ]  |
| Completion of a POST Certified Basic Academy  | [x]  | [ ]  | [ ]  |
| Basic POST Certificate (After one year of service) | [x]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  |
| **(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.* |
|       |

**H. Lead or Oversight of Other Positions**  [ ]  Yes [x]  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.):*

|  |  |  |
| --- | --- | --- |
| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**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: |  |