



Classification Title: Police Officer

Department:	Palomar College Police Department	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	32
Supervision Received From:	An Assigned Police Sergeant	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs assigned patrols on the San Marcos main campus and offsite educational centers to provide for a safe and secure environment for students, faculty, staff and campus visitors; ensures enforcement of the California Penal Code, Vehicle Code, other applicable statutes/codes, and District policies and procedures; conducts investigations and makes arrests.

DISTINGUISHING CHARACTERISTICS.

Police Officers are sworn Peace Officers under California law as per Penal Code 830.32 and Education Code § 72330, with the authority to make arrests.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Patrols designated areas of the main campus and education centers, parking areas and access roads in a marked police vehicle, on foot, bicycle patrol, or by cart or scooter to enforce state and federal laws and District rules and regulations pertaining to public safety, campus security and asset protection.
2. Responds to calls and complaints regarding thefts, assault/battery, vandalism and other felony and misdemeanor crimes and reports of fires and auto accidents; interviews persons with complaints; completes basic threat assessments; takes appropriate action or directs them to proper authorities; reports Student Code of Conduct violations to appropriate District administrators; observes and reports safety hazards; records and documents incidents in patrol logs; enters case information and case updates into management system.
3. Interviews and takes appropriate action such as first aid or cardiopulmonary resuscitation (CPR) to assist crime victims; conducts preliminary investigations, locating and interviewing witnesses, victims and suspects, collecting and cataloging evidence and detaining or arresting individuals violating laws, rules and regulations; coordinates with other local law enforcement agencies, transports detainees to jail facilities for booking; prepares reports including arrest reports, criminal citation notices to appear, warrantless arrest reports and property evidence reports; testifies as a witness in court.
4. Prevents entry and reports the presence of unauthorized individuals on District grounds or in buildings; when necessary, may conduct evaluations and implement emergency operations protocols.
5. Provides information to the public visiting the main campus and/or educational centers.
6. Catalogs and preserves found property.

7. Attends ongoing and periodic Peace Officer Standards and Training (POST) training on the law, police procedures, defensive tactics, report writing and other topics to keep knowledge and skills current.
8. In the event of disaster, works with appropriate personnel on the distribution of emergency operational equipment and implements and monitors emergency procedures.

Marginal Functions:

1. Works special events to include commencement, Performing Arts performances, football games and other games and athletic events.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Current employment as a police officer or deputy sheriff in California, or successful completion of the California Police Officer Standards and Training (POST) basic course, or POST requalification course, within the past three years or by time of appointment.

Education/Training: Equivalent to completion of the twelfth grade. Palomar College Police Officers are expected to maintain ongoing training mandated by POST to maintain their skills and retain their Peace Officer status.

Licenses/Certificates: A valid first aid certification and CPR certificate.

Preferred Qualifications:

1. A degree in modern policing from a California Community College (pursuant to Title 5, Section 59704(c) of the California Code of Regulations).
2. Possession of a POST Intermediate certificate.
3. An associate's degree in administration of justice, police science, or a related field from an accredited college or university.
4. Investigative/detective experience working for a law enforcement agency.
5. Bilingual (English and Spanish).
6. Psychiatric Emergency Response Team (PERT) or Crisis Intervention Team (CIT) training.

Knowledge of:

1. Methods of safeguarding human lives and facilities utilizing patrol, surveillance and investigation techniques.
2. California Penal and Vehicle Codes, Education Code, local municipal code and other laws, ordinances, codes and regulations applicable to assigned areas of responsibility.
3. Laws governing arrests and elements of misdemeanor and felony crimes.
4. Legal rights of citizens and proper methods and procedures for warning, citing, detaining and arresting individuals found in violation of ordinances or laws.
5. Care, cleaning, safe handling and use of a firearm.
6. The proper use of less-lethal force utilizing a baton, pepper spray, TASER, and other items.
7. Methods and procedures for effective report writing; correct English usage, grammar, spelling and punctuation.

8. Proper techniques for physically restraining an individual; defensive tactics.
9. Disaster management procedures and actions.
10. First aid, CPR and automated external defibrillator (AED) procedures/techniques.

Skill in:

1. Communicating tactfully, respectfully and effectively with students, staff, faculty and the public, both orally and in writing, in a manner consistent with community policing and customer service policies.
2. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
3. Confronting sensitive and/or dangerous situations with maturity, professionalism and decisiveness in accordance with relevant policies, applicable laws and codes and standard operating procedures.
4. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies.
5. Operating equipment including police vehicles, two-way radio systems, emergency alarm systems, two-way cameras and other standard law enforcement equipment.
6. Analyzing situations accurately as they occur and adopting appropriate courses of action.
7. Maintaining qualifications for use of firearms and use of less-lethal tools/equipment.
8. Providing accurate and complete testimony in court.
9. Preparing clear, concise, comprehensive and accurate incident reports and other written materials.
10. Administering emergency first aid and CPR and utilizing an AED device.
11. Maintaining the confidentiality of records and information.
12. Establishing and maintaining effective working relationships with all those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: Employees in this class work in an office and outdoor environment with exposure to computer screens, noise and outside weather conditions; work involves potentially dangerous situations and contact with hostile or abusive individuals; employees are subject to working evening and weekend hours and responding to emergency situations.

Physical Conditions: Essential and marginal functions require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run, bicycle, operate motor vehicles and equipment, position and maintain traffic barricades and physically detain and apprehend suspects. Position requires travel to District and other locations.

TERMS OF EMPLOYMENT.

1. All positions within this classification require successful completion of California Government Code 1031 requirements prior to employment. The employment process includes the following components:
 - A background investigation.
 - A polygraph examination at the discretion of the District.
 - A psychological evaluation.
 - A medical examination.
2. The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.