

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: COLLEGE POLICE OFFICER**

#### **BASIC FUNCTION:**

Under the direction of the Yuba College Chief of Police, patrol District grounds, facilities, parking lots and adjacent areas and off-site locations to protect persons and property and enforce applicable laws and ordinances.

#### **REPRESENTATIVE DUTIES:**

Prepare a variety of records and reports including a daily activity log, building checklist, telephone logs, field interrogation reports, misdemeanor and felony reports, traffic accidents and impound reports, lost and found property reports; tag and store evidence according to approved procedures. (E)

Enforce campus traffic laws, issuing parking citations for moving and parking violations; conduct accident investigations and prepare reports. (E)

Respond to requests for assistance, provide emergency first aid as required; detain, search, interrogate and make arrests if necessary; obtain physical evidence and witness statements; document investigative results including interviewing victims, witnesses and informants; attend and participate in court hearings and trials of those subjects apprehended. (E)

Cooperate with local law enforcement and fire officials in the suppression and control of anti-social or illegal activities directed against students, staff or District property. (E)

Maintain order throughout the residence halls; respond to calls involving incidents such as disturbances, thefts, violation of Health and Safety Codes and malicious mischief. (E)

Assure the security of District facilities by checking doors, gates and windows. (E)

Assist students and staff by providing services such as starting and pushing stalled vehicles, unlocking doors for dormitory students and staff, posing "no class" notices, delivering emergency messages, transporting District monies to night deposit and providing escorts for personnel on campus during late evening hours; provide emergency first aid as required and transport injured personnel to hospital as necessary. (E)

Provide training and work direction to Cadets and Reserve Officers as directed. (E)

Perform related duties as assigned.

#### **KNOWLEDGE OF:**

Law enforcement and security methods.

Traffic laws and vehicle control procedures.

Courtroom procedures and witness responsibilities.

Record-keeping techniques.

Health and safety regulations.

District organization, operations, policies and objectives.

Oral and written communication skills.

Applicable sections of the State Education Code and other applicable laws.

Technical aspects of field of specialty.

Laws of search, seizure and arrest.

Basic criminal investigation techniques and procedures.

Rules of evidence.

Advanced investigation techniques and procedures.

**ABILITY TO:**

Interpret and enforce pertinent laws, rules and regulations with tact, firmness and diplomacy.

Maintain rapport with College students, staff, representative of local law enforcement agencies.

Analyze situations likely to be encountered on patrol or during investigations and take effective and appropriate actions.

Organize and write clear and concise reports of factual occurrences.

Interview witnesses, complainants and suspects.

Conduct complex investigations.

Understand and follow oral and written instructions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Train and provide work direction to others.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Possess and maintain firearms and qualification with firearms.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and thirty (30) units of college course work with  
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emphasis in Police Science, Administration of Justice or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Pass the District reading and writing proficiency test, a complete physical examination, physical agility test.

Pass a complete background investigation.

Pass P.O.S.T. approved psychology screening evaluation.

Valid California Class III or Class C driver's license.

Valid Red Cross First Aid and CPR Certificates.

Successful completion of a P.O.S.T. certified basic academy.

Fingerprint search through the California Department of Justice and the FBI is required.

Must have no felony conviction(s) in California, nor conviction(s) for crimes in other states which would be a felony under California law.

Must be 21 years of age on or before date of hire.

Graduation from P.O.S.T. Basic Academy

**ENVIRONMENT:**

Indoor and outdoor environments.

Seasonal heat and cold or adverse weather conditions.

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to observe behavior.

Physical agility and stamina.

Walking.

**HAZARDS:**

Possible fights and confrontations.

Contact with dissatisfied or abusive individuals.