

COLLEGE RESERVE POLICE OFFICER (Temporary Position)

DEFINITION

Under the direction of the Chief of Police/designee and subject to District regulations and Los Rios Police Department (LRPD) General Orders, provide police services at District locations, protecting life and property using a community-based policing approach that fosters positive public relations; investigate crimes; enforce federal, state, and municipal laws, and District policies and regulations.

TYPICAL DUTIES

Patrol: As typically assigned to one of the four Los Rios District colleges, patrol District property, both on foot and by vehicle; respond to reports of disturbances; secure scenes for public safety and additional emergency response; detain suspects; secure/unlock District facilities in absence of custodial staff; investigate fire/intrusion alarm calls and reset alarms; enforce District policies and regulations, and federal, state and municipal laws pertaining to parking, moving violations and criminal activity; investigate crime; follow rules of evidence; counsel, issue citations, and make arrests on District property; provide traffic control; provide services for gatherings, assemblies or other District activities; meet with owners of cited vehicles to discuss citations; post vehicle abandonment notices and contact vendor for tow away; appear in court; conduct regular safety surveys; report facility/grounds issues to the dispatch center; maintain and perform minor repairs to daily parking meters; secure District property.

Public Safety: Maintain public safety on District property; transport and process individuals at appropriate detention facility; serve and enforce court orders and suspension notices; advise public on use of facilities and direct unauthorized groups/individuals to depart District property; render emergency first aid and CPR; refer student code of conduct and equity violations to appropriate officials and attend hearings; work with outside agencies as needed; respond to accidents and illnesses on District property; transport ill or injured students or staff to appropriate location; assist with collection and transport of revenues; provide safety escorts; perform vehicle jump starts and unlocks; respond to calls on elevator problems; receive, take and hold for safe-keeping all recovered, found or abandoned property; deliver recovered property to Lost and Found; promote public relations; serve as members of committees, teams and projects; conduct presentations.

Reports: Prepare a variety of reports, documents and correspondence; document statements from relevant parties; document accident and incident scenes through use of appropriate audio/visual equipment.

Other: May oversee temporary employees and volunteers; perform related work as required.

QUALIFICATIONS

EXPERIENCE

Must be 21 years old.

EDUCATION/SPECIAL REQUIREMENTS

Possess and maintain all the requirements of the position, including but not limited to, the following: The requirements of applicable Government Code Sections, including but not limited to, sections 1029, 1030, 1031. Successful completion of a basic academy, or equivalent, certified by the commission on Peace Officer Standards and Training (POST), license to carry firearms, and meet all POST Peace Officer Selection Requirements by the date of hire. Must be 21 years old. Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the

position duties. Possess and maintain a valid first aid certificate issued by an authorized agency, and a valid cardiopulmonary resuscitation certificate within 30 days of a conditional offer of employment.

Successfully complete a campus law enforcement course within two years of employment.

KNOWLEDGE OF

Federal, state, and municipal laws; law enforcement and police methods; traffic laws and vehicle control procedures; common fire hazards; District rules, regulations, and policies regarding public safety and conduct; fire equipment located in various buildings; rules and regulations relating to use of building for community services activities; local law enforcement, fire department and other emergency telephone numbers; location of all stand pipes, fire hydrants, sprinkler systems, power control switches, fire alarm boxes and all other emergency equipment and/or exits.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the essential functions of the position; successfully complete Field Training Program; police and protect life and property in accordance with duties listed under representative tasks; sustain regular work attendance; enforce federal, state, and municipal laws, inclusive of District policies and regulations; abide by District procedures and working agreements with other public safety agencies; stay alert and use good judgment in noticing and reporting any unusual circumstances; demonstrate good communication skills; solve problems without use of force when reasonable; demonstrate physical ability as required in handling the duties of the position; read and write at the level required for successful job performance; develop and maintain a service-oriented attitude toward the responsibilities of the position; analyze situations and adopt effective courses of action; apply pertinent laws, rules, and regulations; learn radio codes; interrogate suspects and conduct interviews ; use appropriate technology and software; work effectively with others; keep accurate records and make required reports; make effective, logical decisions under emergency or stressful situations; attend training sessions to improve/maintain job skills; abide by all rules and regulations of the job description and District procedures; protect the rights of individuals.

PHYSICAL AND ENVIRONMENTAL FACTORS:

Perform the essential functions of the position; carry and operate equipment and weapons used in police operations according to predetermined standards; work outdoors in varying temperatures, with possible exposure to the sun; possible exposure to wet or slippery surfaces; occasional loud noises; occasional exposure to dust and common allergy causing agents; occasionally move heavy objects of 50 or more pounds with and without assistance (move large objects or people); occasionally lift and carry objects weighing up to 50 pounds; may bend at waist and knees, stoop/crouch, kneel, pull, reach, maneuver, maintain balance, duck, twist, stand, run/pursue, climb, jump, and wrestle (combative suspect) in performing duties with possibility of bodily injury.