POSITION DESCRIPTION
Under general direction, the Campus Police Officer’s primary role is to prevent crime and the breach of public order. Primary responsibilities include protecting students, faculty, staff, campus visitors, property, and facilities from accidents, bodily harm, fire, theft, vandalism, and illegal entry; enforcing laws and traffic and parking regulations; apprehending violators; providing general information and assistance to the public; conducting criminal investigations; and participating in community oriented policing efforts.

RESPONSIBILITIES INCLUDE
• Patrol the campus by foot or by vehicle and answer calls to protect personnel, property, and facilities independently or with another.
• Enforce laws, traffic regulations, restraining orders and safety regulations; escort people off campus (i.e. restraining orders, dismissed personnel, disruptive students); apprehend and arrest violators.
• Provide security and crowd control for large gatherings such as sporting events, dances, concerts, job actions, campus activities, etc.
• Investigate and record irregularities which occur during assigned shifts and take necessary action within limits or prescribed policies and procedures to correct the situation. Respond to and investigate threats; respond to traffic accidents and document the accident within a detailed report; investigate internet usage violations; perform undercover surveillance for criminal investigations; complete work requisitions to maintenance, in order to fix and repair physical plant defects and safety hazards on campus.
• Prepare written reports of irregularities or violations of law; maintain a log of daily activities; access student and staff records from the college computer database system when required in the course of investigations; and, access parking citation information via the Internet.
• Respond and investigate all accidental and industrial injuries relating to the campus; conduct follow-up investigations to initial reports which may require officers to travel off campus to businesses and homes.
• Gather, process, and maintain integrity of evidence and interview witnesses; appear in court and testify as arresting or investigating officer.
• Maintain confidentiality relative to matters under investigation.
• Participate in required in-service and staff training, including, but not limited to:
  • Peace Officer Standards and Training (P.O.S.T.). Officers are tested in firearms, defensive tactics, baton, chemical agents, and emergency vehicle operations three times a year.
  • Mandatory training for Federal and State Homeland Security.
  • Community-oriented policing methods.
  • Participate in Emergency First Responder training.
• Maintain effective liaison activities with local law enforcement agencies, including responding to the requested assistance from the San Bernardino County Sheriff's Department for traffic and crime related incidents and assisting the San Bernardino County Animal Control officers in the capture and confinement of stray and dangerous animals on campus.
• Perform other related duties as required.

DISTRICT QUALIFICATIONS
• Possess High School Diploma or Equivalent
• Graduation from a Peace Officer Standards and Training (POST) Certified academy with a Basic Course Certificate within the past three years, or employment as a California Peace Officer at a POST Certified Law Enforcement Agency within the past three years. (Applicant: Must submit a copy of Basic Academy Certificate and any POST Certificates with application. If currently in an academy, include a letter from the academy stating projected graduation date. The basic academy certificate must be provided by time of appointment).
• Must be at least 21 years of age.
• Must possess a valid California Motor Vehicle Driver's License at time of appointment.
• Be a citizen of the U.S. or be a permanent resident alien who is eligible for and has applied for citizenship (Government Code Section 1031(a)).
• Be free of any felony conviction and certain misdemeanor convictions.
• Demonstrated ability to think and act effectively in emergency and sensitive situations.
• Effective oral and written communication skills; ability to write clear and comprehensive reports.
• Effective interpersonal skills to resolve a wide variety of sensitive situations.
• Thorough knowledge of current law enforcement methods and procedures.
• Thorough knowledge of current criminal codes and laws.
• Strong interest in the application of community policing methods.
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
• Five years full-time work experience with a California law enforcement agency with peace officer status as defined by 830.1 or 830.2 P.C. OR;
• Two years full-time work experience with a college or school district in a peace officer status as defined by 830.32 P.C. OR;
• Possession of an associate degree in criminal justice or administration of justice OR;
• Possession of a California Peace Officer Standards and Training, Intermediate or Advanced, Certificate.
• Thorough knowledge of current criminal codes and laws.
• Strong interest in the application of community policing methods.
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include the following:
• Resume
• Copy of Basic Academy Certificate(s)
• Any POST Certificates. If currently in an academy, include a letter from the academy stating projected graduation date. The basic academy certificate must be provided by time of appointment.

Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 23 of the CSEA Salary Schedule, with a starting salary of step A, $4,282.95/month (includes 5% rotating shift differential), progresses over time to $6,025.95/month (includes 5% rotating shift differential). Excellent benefit package. MUST ACHIEVE QUALIFYING SCORES ON TESTS ADMINISTERED BY THE DISTRICT. TESTING WILL CONSIST OF TWO PARTS: WRITTEN AND PHYSICAL AGILITY. All applicants with complete and timely applications will be notified in writing of the testing date/times.

Chaffey Community College District is committed to equal employment opportunity

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