

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COLLEGE POLICE OFFICER (SWORN)

C117.400

BASIC FUNCTION: Under the general direction of the Butte-Glenn Community College District Chief of Police performs a variety of duties and responsibilities related to providing protection of life and property on and near District property; responds to reported emergencies; initiates pro-active policing and performs other law enforcement functions. Sworn members of this department shall be considered peace officers pursuant to Penal Code§ 830.32 and Education Code§ 72330.

The Butte College Police Department is dedicated to the people, traditions and diversity of our College. In order to protect life and property, prevent crime and reduce the fear of crime, we will provide service with understanding, response with compassion, performance with integrity and law enforcement with vision.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Patrols campus by foot, vehicle or other specialized motor vehicle and answers calls to protect personnel, property and facilities. Inspects and checks the security of District property; assists with the management of the District's lost and found property.
- *2. Responds to emergencies on grounds or in buildings; arrests offenders as required.
- *3. Conducts investigations of violations of laws and District policy.
- *4. Prepares crime, incident, traffic and accident/injury reports; testifies in court proceedings.
- *5. Takes immediate action to reduce danger and possible malfunctions of District equipment; assists in the maintenance of emergency equipment such as emergency parking lot phones and AED equipment.
- *6. Enforces parking and traffic laws on District property; controls the parking and safe movement of vehicles on District property; assists persons with battery jumps and car lockouts.
- *7. Responds to on-campus medical emergencies in the role of First Responder and may provide basic first aid/CPR as necessary.
- *8. Provides escort to staff and students, as requested or necessitated.
- *9. Assists outside agencies.
- *10. Provides law enforcement for special events.
- *11. Coordinates disaster response or crisis management activities such as opening shelters, special needs programs and evacuations.
- *12. Gathers, processes and maintains integrity of evidence, interrogates witnesses, appears in court and testifies as arresting or investigating officer.
- *13. Escorts people off campus (i.e. restraining orders, dismissed personnel, disruptive students); apprehends and arrests violators.
14. Provides information to the general public while visiting District premises. Locks and unlocks buildings as required.
15. May perform dispatcher functions when necessary.
16. May assist in the training of department and District staff; may assume the duties of a supervisor in the absence of a ranking officer.
17. Serves on a variety of District committees as directed.
18. Performs other duties as may be assigned.

MINIMUM QUALIFICATIONS:**EDUCATION/EXPERIENCE:**

- Graduation from high school, G.E.D. or the equivalent; **AND**
 - Graduation from a P.O.S.T. certified basic police academy; **AND**
 - Possession of a California Basic P.O.S.T. Certificate ("Lateral"), a California P.O.S.T. Basic Course Waiver Certificate or have successfully completed a P.O.S.T.-Certified Requalification Course within the previous three (3) years*.
- * *If you are a Peace Officer from out-of-state, you must be in possession of a "Basic Course Waiver (BCW)" issued by the California commission on Peace Officer Standards and Training. Please visit <https://post.ca.gov/> for more information.*

CERTIFICATES / LICENSES / AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Hold and maintain valid First Aid/CPR certificates throughout duration of employment with the District.
- Hold and maintain POST certification throughout duration of Employment with the District.

CONDITIONS OF EMPLOYMENT

- Must pass a pre-employment criminal background check.
- Candidates must successfully complete a pre-employment questionnaire, psychological screening, drug testing, physical examination, fingerprint investigation, and motor vehicle screening.
- Be free of any felony conviction and certain misdemeanor convictions.

DESIRED QUALIFICATIONS:

- Experience working for a P.O.S.T. approved California Law Enforcement Agency.
- Experience as a peace officer in a public educational, community college or university environment.
- Trainings related to student safety in an educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training, and/or experience.)

Knowledge of: applicable Board of Trustees administrative policies and procedures, basics of Penal/Vehicle Code and other related codes.

Ability to: patrol effectively detecting and preventing problems; prepare accurate and comprehensive reports; make quick decisions and react calmly in emergency situations; analyze situations and take quick effective and reasonable action to prevent injury, loss of life or destruction of property, prepare written reports of investigations, maintain accurate records and analyze data; use vehicles, computer systems, weapons and other technologies and tools employed by police agencies; maintain cooperative working relationships, connect and build trust and demonstrate a commitment to professional ethics and integrity; promote good public relations and customer services; meet and maintain all POST standards for employment as a police officer; establish rapport with staff, students, and the public from various backgrounds; remember names, faces, and details of incidents; render first aid in emergency situations; handle fire extinguisher equipment College Police Officers will be expected to deal with employees and the community in a helpful, courteous, friendly and firm manner.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable – no assigned permanent staff to supervise. May provide work direction to student workers.

PHYSICAL EFFORT:

Normal law enforcement patrol, first aid, CPR, detention, and arrest.

CONTACTS:

Faculty, staff, administrators, students, other law enforcement agencies, and the general public, to include crime suspects and witnesses to crimes, etc.

WORKING CONDITIONS:

Law enforcement environment, subject to adverse weather conditions and hazardous materials; work schedule will include nights, weekends and holidays. Typical work schedule will be 40 hours per week, Monday through Friday or Monday through Thursday. Overtime for weekend special events or athletic events may be required. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. College Police Officers work under exposure to injury resulting from dangerous weapons, physical and verbal abuse; and adverse weather conditions. Work with people under physical and/or emotional stress. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Moderate physical activity; standing or walking for extended periods of time. Must wear uniform and equipment including but not limited to: utility belt, hand gun, ammunition, baton, flashlight, and handcuffs and wear Kevlar vest. Perform duties while sitting, standing, walking or running intermittently throughout shift; climb fences, stairs, barricades, ladders or traverse uneven terrain; repeatedly kneel, bend, or stoop; intermittently push, pull, and use force to move objects; constantly reach, handle, or grasp various objects.

NOTE: THIS CLASS IS NON-EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.
