

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COLLEGE POLICE CORPORAL

SUMMARY DESCRIPTION

Under direction of the Chief of Police, lead, oversee, and participate in the work of staff responsible for patrolling the campuses of Southwestern College to provide for the safety and security of persons and property; assign and provide work direction to day and/or evening Police Officers and administrative support staff; participate in and conduct a variety of criminal investigations; ensure enforcement of the California Penal Code, Vehicle Code, and all other applicable statutes, codes, and District policies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for patrolling the campuses of Southwestern College to provide for the safety and security of persons and property; provide work direction and schedule work to day and/or evening Police Officers and administrative support staff; brief officers daily on prior incidents, functions, and schedules; perform inspections of officers uniforms and equipment; schedule replacement officers and provide training as needed; schedule student employee hours and sign daily logs. **E**
2. Train assigned employees in their areas of work including proper police methods, procedures, and techniques; schedule officers for outside training as necessary; prepare memos and reports related to training. **E**
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective law enforcement services; implement approved policies and procedures. **E**
4. Review and monitor work of assigned staff; monitor work activities to ensure safe work practices, quality, and accuracy; ensure compliance with applicable policies and procedures; works directly with sworn and non-sworn personnel in the interpretation of District and department policies; reviews police reports. **E**
5. Interface with District staff regarding police issues; respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
6. Patrol on- and off- campus sites, including but not limited to buildings, classrooms, restrooms, parking areas and access roads by foot, cart, or police vehicle in order to maintain security and order; inspect, identify, document, and follow-up on unusual conditions, potential hazards, and security risks; report presence of unauthorized persons on grounds or in District buildings; act upon observations made. **E**
7. Determine actions to be taken in various situations including those involving disruptive and/or violent persons; carry and use lethal and non-lethal weapons as necessary and appropriate; initiate arrests, detentions, or consensual encounters with persons; request for outside assistance as appropriate. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
College Police Corporal - *Continued*

8. Investigate and conduct follow-up on crime cases and other criminal activity; interview and take appropriate action to assist crime victims; interview witnesses; collect physical evidence; photograph crime scenes and evidence; make and process arrests when appropriate; prepare reports and submit to other agencies as necessary. **E**
9. Record and document incidents in patrol logs; prepare and approve reports related to observed violations including use-of-force reports, arrest reports, criminal citations, student misconduct, notices to appear, warrantless arrest reports, and property evidence reports. **E**
10. Respond to calls for service; provide security escort for students, staff, or visitors as needed; assist persons with vehicles in parking lot.
11. Supervise the distribution of emergency operational equipment; monitor and implement emergency operations procedures in time of disaster. **E**
12. Participate in crime prevention programs; prepare and deliver presentations on campus safety to students, faculty, staff, and the public; review, interpret, update, and recommend purchase of crime prevention materials; investigate crime prevention methods and training materials for officers. **E**
13. Work closely with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; serve as liaison between law enforcement agencies, administration, faculty, and staff. **E**
14. Attend training programs including those on crime prevention, drug and alcohol testing, defense tactics, lethal and non-lethal weapons, traffic stops, report writing, and legal updates as needed or mandated. **E**
15. Appear in court as a witness or as an arresting officer as required. **E**
16. Provide First Aid and CPR as needed. **E**
17. May serve as system administrator of the department's computer system; maintain the integrity and operability of the system.
18. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a law enforcement program.

Principles and practices of supervision and training.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of state Education Code, Government, Vehicle, Penal, and Safety Codes, and juvenile law.

Rules of evidence pertaining to search, seizure, and preservation.

Modern and complex police methods and procedures including patrol, crime prevention, traffic control, investigation, and identification procedures and techniques.

Applicable court procedures.

Advanced techniques and applications of self-defense and proper use of force.

Operational characteristics of police equipment, vehicles, and tools including firearms.

Advanced methods and techniques used in interviewing witnesses, victims, or suspects.

Methods and techniques of report preparation and writing.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
College Police Corporal - *Continued*

Geography of the local area.
Principles and applications of public relations.
English usage, spelling, grammar, and punctuation.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, direct, and coordinate a variety of law enforcement and crime prevention services and activities in a multi-site campus setting.
Train and provide work direction to assigned staff.
Understand, interpret, apply, explain, enforce, and ensure adherence to District, local, state, and federal laws, codes, rules, regulations, policies, and procedures including those pertaining to the search, seizure, and preservation of evidence.
Think clearly and act quickly in emergency situations.
Use and care for firearms and other specialized police equipment and vehicles.
Operate equipment including emergency alarm systems, two-way radio, camera, standard police equipment, vehicles, and standard office equipment.
Analyze situations accurately and adopt an effective course of action.
Accurately observe and remember names, faces, numbers, incidents, and places.
Use discretion in handling difficult persons.
Control violent people and affect arrests.
Prepare clear, concise, and comprehensive incident and statistical reports.
Work with confidential information with discretion.
Conduct a variety of criminal and special investigations.
Work independently in the absence of supervision.
Communicate tactfully and effectively with students and the public.
Understand and work within scope of authority.
Remain alert at all times.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: two years of college level course work in criminal justice or a related field and five years of increasingly responsible experience in law enforcement or public safety, including at least three years of Peace Officer experience.

LICENSE OR CERTIFICATE

Successful completion of the California Commission On Peace Officer Standards and Training (P.O.S.T.) basic course within the past three years, or currently employed full time as a California Peace Officer.

Successful completion of P.O.S.T. Field Training Officer Course, P.O.S.T. Intermediate Course, and P.O.S.T. Supervisory Course may be required within a mutually agreeable period of time following employment.

Successful completion of Government Code section 1031 requirements and psychological, medical and background investigation.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
College Police Corporal - *Continued*

Certification in the use of various lethal and non-lethal weapons.

Possession of, or ability to obtain, appropriate, valid first aid and CPR certification including certification in Automated External Defibrillator. Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires dexterity of hands and fingers to operate specialized police equipment including firearms; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Created: March, 1995

Ewing & Company

Revised: December, 2001

Revised: January, 2007

Johnson & Associates