SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Detective
REPORTS TO: Assigned Supervisor

DEPARTMENT: School Police Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 017

REVISED: September 24, 2019

BASIC FUNCTION:

As a peace officer of the State of California authorized by Section 830.32 of the California Penal Code, and as a school district police officer authorized by Education Code Sections 38000 et seq., protect life and property at an assigned group of schools, using a radio-equipped vehicle for day and evening activities and perform a variety of investigative and protective duties to provide police services in assigned areas of the district.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Conduct investigations into criminal acts occurring on district property including bus transportation. E

Make arrests as required by law. E

Conduct criminal investigations. E

Perform follow-up investigations on cases initiated by other school police officers and the San Diego Police Department and complete written reports. E

Act as a mentoring resource for sworn and non-sworn officers. E

Contact surrounding businesses and neighborhoods to encourage community awareness for crime prevention and promote positive public relations. E

Make recommendations regarding security matters. E

Provide security at Board of Education meetings. E
Prepare written reports to be submitted to prosecuting agencies and/or appropriate district offices within strict time lines and for possible suspension or expulsion. E

Counsel juvenile offenders and initiate in-school diversion programs as appropriate. E

Contact probation officers and others involved with juvenile offenders. E

Advise parents of pupils’ activities. E

Conduct investigations of crimes involving pupils, including incidents occurring after school hours in areas surrounding school sites. E

Identify types of crimes and collects, preserves, and impounds physical evidence. E

Maintain familiarization to the proper and legal impounding of evidence at various facilities. E

Attend court hearing or trials as required. E

Maintain orderly control of large crowds and enforces safety regulations at special school events. E

Participate in programs related to law enforcement and safety education and act as a resource for assigned school sites. E

Respond to intrusion and fire alarm systems. E

Prepare warrant and appropriate tactical action plan to serve the warrant. Upon completion of warrant service return the warrant according to legal timelines. E

Assist and cooperate with law enforcement agencies and other agencies involved with juveniles. E

Conduct non-criminal employment investigations of potential School Police personnel. E

Assist other agencies with probation and sex offender compliance checks. E

Oversee and facilitate diversion programs. E

Utilize an assigned district vehicle for the purpose of attending training, district-sanctioned events, or responding to call-backs and call-outs for after-hours service, from a district approved parking location. E

Patrol roads, buildings, and grounds to provide protection against vandalism, burglary, arson, trespass, and theft.

Enforce parking regulations on district property.

Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to completion of applicable criminal justice courses in an accredited college and five years of full-time, paid law enforcement experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:
Valid California Intermediate P.O.S.T. certificate or eligibility for California P.O.S.T. reinstatement.
Possession of a valid California driver’s license.
United States citizenship.
Prior to appointment, State law requires the successful passing of a thorough background check, chemical substance and medical testing, and psychological testing.
Must be qualified to render basic first aid and CPR.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern investigative and law enforcement procedures, techniques, and equipment.
Applicable municipal and state codes.
Court procedures.
Oral and written English communication skills.

ABILITY TO:
Collect and preserve evidence, prepare cases for complaint, and represent the district in court.
Write complete and concise reports.
Collect and analyze information and make independent judgments.
Communicate effectively, orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work, and meet schedules and time lines.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor or outdoor setting; driving a vehicle to conduct business; exposure to dissatisfied or abusive individuals including possible confrontations, fights, and use of weapons.

PHYSICAL REQUIREMENTS:
Emotional stability and physical condition necessary to perform the duties of the job class; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to perform duties including driving a vehicle and using standard police equipment; lifting light objects.
DISTINGUISHING CHARACTERISTICS:

A Police Officer I and II performs police work in the prevention, control, and investigation of crimes against district facilities, personnel, or students; the apprehension of suspects; and the protection of district property.

A Campus Police Officer performs journey-level police work and provides work direction to probationary Police Officers engaged in the maintenance of law and order at district facilities.

A Detective performs investigations of a variety of crimes against district personnel and property and of confidential matters not involving crimes, and acts as liaison with other private and public agencies regarding alleged criminal activities and the apprehension and prosecution of suspects.

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