SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Police Officer I
REPORTS TO: Assigned Supervisor

DEPARTMENT: School Police Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 010

REVISED: July 30, 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 in assigned geographic areas of the school district in a marked, caged, radio-equipped school police vehicle and provide protective school police services and back up activities in assigned geographic areas of the district.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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

Patrol roads, buildings, and grounds in a marked, caged, radio-equipped school police vehicle to provide protection against vandalism, burglary, arson, trespass, and theft. E

Wear a standard issue school police uniform including protective vest and carry standard police equipment. E

Make arrests as required by law, transport juveniles/adults to appropriate facility, and attend court hearings and trials as required. E

Assist probation officers and others involved with juvenile offenders rehabilitation program. E

Respond to emergency situations on district sites and property. E

Provide back-up school police protection for police officers, detectives, and non-sworn community services officers. E

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

Make recommendations regarding security matters. E

Prepare written reports to be submitted to prosecuting agencies and/or appropriate district offices for possible suspension or expulsion. E

Counsel juvenile offenders and advise parents. E

Conduct investigations of crimes against persons and property; identify type of crime and collect, preserve, and impound physical evidence. E

Counsel juvenile offenders, initiate in-school diversion programs in lieu of or in conjunction with the arrest of a juvenile offender, as appropriate. E
Prepare cases to obtain restitution for damage to or theft of district property. 

Maintain orderly control of large crowds and enforces safety regulations when assigned to special school or district events. 

Participate in programs related to law enforcement and safety education. 

Provide positive role-modeling for district pupils and give classroom talks regarding youth and the law. 

Enforce parking regulations on district property. 

Walk-test schools and central offices to ensure intrusion systems are working properly. 

Assist and cooperate with other law enforcement agencies. 

Respond to alarms and calls for assistance after hours, on weekends, and holidays. 

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. 

Participate in state-mandated and position related training as needed to maintain competency for the position. 

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Any combination of training, experience, and/or education equivalent to completion of applicable criminal justice courses in an accredited college and enrollment in a California P.O.S.T. approved municipal law enforcement training academy.

**LICENSES AND OTHER REQUIREMENTS:**

- Completion of a California P.O.S.T. approved municipal law enforcement training academy is required prior to offer of employment.
- 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.

**NOTE:** An incumbent in the job class of Police Officer I may be promoted to the next higher classification of Police Officer II upon certification by the School Police Chief that the incumbent meets the minimum qualifications for the Police Officer II classification.

**NOTE:** This job class may be assigned evening and night hours.
KNOWLEDGE AND ABILITIES:

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

ABILITY TO:
Prepare cases for complaint and to represent the district in court.
Collect and analyze information and make independent judgments.
Write complete and concise reports.
Operate computer software such as word-processing, spreadsheet, and database management.
Communicate effectively, orally and in writing; operate a radio.
Establish and maintain effective working relationships with others.
Plan and organize work, and meet schedules and time lines.
Read, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Work may be performed in an indoor or outdoor setting; 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 in person and on the telephone; seeing to read, prepare, and proofread documents and 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.

NOTE: Incumbents may be assigned evening and night hours or round-the-clock protection of pupils, staff, and facilities.

DISTINGUISHING CHARACTERISTICS:

A Police Officer I 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 Police Officer II performs police work in the prevention, control, and investigation of crimes against district facilities, personnel, or students; the apprehension of suspects; the protection of district property; must have performed one year of recent, full-time, paid law enforcement experience of acceptable level and quality.

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.

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