

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Campus Police Officer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Police Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	015 School Police Services
REVISED:	April 28, 2010		

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 school site and perform 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. 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 and perform follow-up investigations on cases initiated by San Diego Police Department; complete written reports. **E**

Conduct investigations of crimes against persons and property, including incidents occurring after school hours and in surrounding areas of school sites involving pupils. **E**

Make arrests as required by law and attend court hearings and trials as required. **E**

Identify type of crime and collect, preserve, and impound physical evidence. **E**

Assist site administrators at one or two school sites in maintaining school regulations and conducting criminal investigations. **E**

Prepare written reports to be submitted to prosecuting agencies and/or appropriate district offices within strict timelines for possible suspension or expulsion of pupils. **E**

Advise parents of pupil's activities. **E**

Patrol roads, buildings, and grounds to provide protection against vandalism, burglary, arson, trespass, and theft; contact surrounding businesses and neighborhoods to encourage community awareness for crime prevention; make recommendations regarding security matters. **E**

Contact probation officers and others involved with juvenile offenders; counsel juvenile offenders and initiate in-school diversion programs as appropriate. **E**

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

Participate in programs related to law enforcement and safety education; and act as school police resource for assigned school sites and for non-sworn community services officers. **E**

Enforce parking regulations on district property. **E**

Respond to intrusion and fire alarm systems; secure doors and windows and make temporary repairs when necessary. **E**

Serve warrants and civil papers; transport district money or mail as necessary. **E**

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

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 one year of recent, full-time, paid law enforcement experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

Valid California Basic 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 including polygraph, chemical substance and medical testing, and psychological testing.

Must be qualified to render basic first aid and CPR.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced modern investigative and law enforcement procedures, techniques, and equipment.

Applicable municipal and state codes.

Court procedures.

Oral and written communication skills.

ABILITY TO:

Collect and analyze information and make independent judgments.

Collect and preserve evidence, prepare cases for complaint, and represent the district in court.

Write complete and concise reports.

Communicate effectively orally and in writing.

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: This job class may be assigned evening and night hours to provide police services at special school or district events.

Revised 07/14/06

Job Code 8718

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