

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Detective	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	School Police Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	017 School Police Services
<b>REVISED:</b>	April 28, 2010		

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**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**

Assigned to 15 or more school sites using a radio-equipped vehicle to assist site administrators in maintaining school regulations. **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 police resource for non-sworn community services officers. **E**

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

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**

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

Respond to intrusion and fire alarm systems. **E**

Secure doors and windows and make temporary repairs when necessary. **E**

Serve warrants and civil papers. **E**

Transport district monies or mail as necessary. **E**

Assist and cooperate with 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 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, 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:**

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 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.

Revised 07/14/06

Job Code 8720

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