SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Police Officer II	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	School Police Services	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**SALARY GRADE:**	013 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 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**

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**

Prepare cases to obtain restitution for damage to or theft of district property. **E**

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

Participate in programs related to law enforcement and safety education. **E**

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

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

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

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

Respond to alarms and calls for assistance after hours, on weekends, and holidays. **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, completion of a California P.O.S.T. approved municipal law enforcement training academy, 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.
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.

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.

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

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