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Date: August 10, 1999

Code: HR 99-08

To: CSU Presidents

From: Jackie McClain  
Vice Chancellor  
Human Resources



Subject: New Classification and Qualification Standard: Police Officer Cadet  
Revised Classification Standards: Police Officer, Corporal and Sergeant

Human Resources is pleased to distribute the new Police Officer Cadet classification along with an updated Police Series. This classification was incorporated into the State University Police Association (SUPA) bargaining unit and was available for campus use effective July 1, 1998. After agreement was reached between SUPA and CSU on the introduction of the new entry level classification last July, a draft standard was developed and campuses were given the opportunity to provide input on the new standard. The final standard and updated series reflect campus comments.

The addition of the Police Officer Cadet to the series required revisions to the introduction of the series and the entry qualifications for the Police Officer. Additionally, the Corporal and Sergeant classification and qualification standards were updated based on comments from campus staff as well as to ensure ongoing consistency with the Peace Officer Standards and Training (P.O.S.T.) guidelines.

The following classifications are included in the revised Police Series:

| <u>Class Code:</u> | <u>Classification Title:</u> |
|--------------------|------------------------------|
| 8345               | Police Officer Cadet         |
| 8350               | Police Officer               |
| 8365               | Corporal                     |
| 8354               | Sergeant                     |

The following attachments are provided for your reference:

- Classification Standards and Transmittal Sheet (Attachment A)
- Updated Classification Standards for the Police Series

If you have questions regarding these changes, please call Gina Caywood (562)951-4416. Thank you.

JM/gc

Attachments

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**Distribution:** (All with Attachments)  
Vice Presidents, Administration  
Human Resources Directors  
Police Chiefs  
Employee Relations Designees  
Affirmative Action Officers

THE CALIFORNIA STATE UNIVERSITY  
POSITION CLASSIFICATION AND QUALIFICATION STANDARDS

Human Resources


Transmittal Sheet No. 244

August 10, 1999

Attached is the new Classification and Qualification Standard for the Police Officer Cadet (R08) and the revised Classification and Qualification Standards for the Police Officer, Corporal and Sergeant. These four classifications comprise the Police Series (R08).

| <u>Class Code:</u> | <u>Classification Title:</u> |
|--------------------|------------------------------|
| 8345               | Police Officer Cadet         |
| 8350               | Police Officer               |
| 8365               | Corporal                     |
| 8354               | Sergeant                     |

The effective date for these new Classification and Qualification Standards is June 1, 1999.

  
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Cathy Robinson, Senior Director  
Human Resources Administration  
Human Resources

# Classification and Qualification



# STANDARDS

The California State University System

## Police Series

The Police Series includes the following four classifications:

| Class Title          | Class Code | Date Established | Date Revised |
|----------------------|------------|------------------|--------------|
| Police Officer Cadet | 8345       | 07-01-98         | 06-01-99     |
| Police Officer       | 8350       | 10-01-78         | 06-01-99     |
| Corporal             | 8365       | 10-01-78         | 06-01-99     |
| Sergeant             | 8354       | 04-08-70         | 06-01-99     |

### INTRODUCTION

This Police Series encompasses those positions whose primary function is to ensure the protection and public safety of California State University (CSU) students, faculty, staff, property, and members of the general public who visit a CSU campus. Incumbents assigned to this series must successfully complete a certified Peace Officer Standards and Training (P.O.S.T.) program and become sworn police officers, licensed to carry firearms.

Positions are allocated to levels within the series on the basis of the nature and variety of work, including the difficulty and complexity of assignments; the degree of supervisory control exercised over the position; the availability and scope of guidelines and authority controlling actions; the purpose, level, and nature of interpersonal working relationships; and the nature and extent of supervisory responsibility for the work of others.

Incumbents in this series have primary responsibility for patrolling the campus, maintaining order, controlling crowds, protecting individuals and property, conducting investigations, gathering evidence, making arrests, and writing reports. All positions in the series require at least a working knowledge of current federal and state laws; ability to identify and evaluate sensitive and/or dangerous situations and take appropriate action quickly and calmly; ability to make clear, concise written and oral reports of observations and actions taken; ability to establish and maintain effective working relationships with campus personnel, students, community agencies, and the public; and ability to meet the physical and mental demands of the job.

In addition, incumbents may be delegated responsibility for additional assignments to meet the unique public safety needs of the campus. Examples include: range master, canine handler, field training, defensive tactics instruction, motorcycle patrol, bicycle patrol, special evidence technician, crime prevention specialist, community relations programs, and a member of a critical response or special reaction team (e.g., sexual assault or emergency medical).

### SERIES ENTRANCE REQUIREMENTS

Special requirements for entrance to the Police Series are as follows:

- ◆ Pass a medical examination, physical agility test, psychological examination, and a background check requiring fingerprinting.
- ◆ Possess a valid California driver's license.
- ◆ Pass a drug test.

- ◆ Pass a written and/or oral examination, as required by the campus.
- ◆ Ability to qualify for and attend basic P.O.S.T certified training.
- ◆ Ability to meet P.O.S.T. minimum hiring standards applicable for the position.

## **DEFINITION OF CLASSIFICATION LEVELS**

### **Police Officer Cadet**

This first level in the series is reserved for nonsworn individuals who have not completed a P.O.S.T. academy or received a Basic Course Certificate. The primary responsibility of the Cadet is to attend the prescribed training. Upon successful completion of the training in the required timeframe and based on a review by management, the Cadet is appointed to the Police Officer classification in a probationary capacity.

### **Police Officer**

This second level is reserved for entry level sworn officers who have graduated from a certified P.O.S.T. academy and obtained the Basic Course Certificate. Duties at this level require a working knowledge of law enforcement methods and procedures, criminal codes and laws, and investigating techniques and procedures. The police officer performs general patrol and operational police duties, and may assist in investigations or as a member on special teams or task forces. Incumbents may receive specialized on-the-job training to perform these specialized functions.

### **Corporal**

This is the third level in the Police Series, requiring a thorough knowledge and understanding of law enforcement methods and procedures, criminal codes and laws, and investigative techniques and procedures. The corporal independently performs general law enforcement and patrol duties and a variety of specialized work assignments. Positions assigned to this classification require graduation from a P.O.S.T. academy, a Basic Course Certificate, and two or more years of active law enforcement experience.

The Corporal rank is distinguished from the Police Officer by the regular, ongoing assignment of one or more of the following:

- ◆ Assignment as a team leader, assistant watch commander, or patrol agent who is responsible for leading a shift and providing direction to officers in the field.
- ◆ Performance of a special assignment on a regular basis including, but not limited to:  
Investigator/detective, crime prevention specialist, and/or community relations specialist.

### **Sergeant**

The sergeant is the highest level in the Police Series and is a first line supervisory classification, requiring a comprehensive knowledge and understanding of law enforcement methods and procedures, criminal codes and laws, and investigative techniques and procedures. Work assignments at this level include primary supervisory responsibility for a shift, program, unit, or task force, and general law enforcement and specialized work assignments performed by other positions in this series. All positions at this level require graduation from a P.O.S.T. academy, a Basic Course Certificate, and three or more years of active law enforcement experience.

Sergeant rank is distinguished from the Corporal by the full-time assignment of supervisory duties, including making work assignments, monitoring and reporting work activities, and providing on-the job training and assistance to subordinates. Sergeants may assume command in the absence of the superior officer and assist in administrative duties.

# Classification and Qualification



# STANDARDS

The California State University System

## Police Officer Cadet

Class Code: 8345  
Established: 07-01-98  
Revised: 06-01-99

### OVERVIEW

The Cadet is a non-sworn officer in a trainee capacity. Incumbents attend a P.O.S.T. certified academy to develop the minimum qualifications necessary to assume a position as a sworn police officer. Upon successful completion of the required P.O.S.T. training within the required timeframe and the discretion of management, the Police Officer Cadet is appointed to the classification of Police Officer (Class Code 8350) on a probationary basis.

The primary responsibility of the Cadet is to attend the prescribed training sessions to learn the principles, practices and theory of criminal and civil law enforcement and codified and case law. The cadet also receives training in report writing, physical fitness techniques, firearms use and maintenance, and arrest and control techniques. Under close supervision, the Cadet may assist other police officers in the performance of their duties.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- ◆ High school diploma or equivalent and eligibility to attend a certified Peace Officer Standards and Training (P.O.S.T.) basic training academy.

#### Knowledge and Skills

- ◆ Valid California driver's license at time of appointment.
- ◆ Ability to qualify for and satisfactorily meet the ongoing standards of the basic P.O.S.T. academy training.
- ◆ Mental capacity, physical agility and learning potential to perform all aspects of P.O.S.T. training and police work.

# Classification and Qualification



# STANDARDS

The California State University System

## Police Officer

*Class Code: 8350  
Established: 10-01-78  
Revised: 06-01-99*

### OVERVIEW

Under general supervision, the primary responsibility of a police officer is to protect students, faculty, staff, campus visitors, property, and facilities from accidents, bodily harm, fire, theft, vandalism, and illegal entry; enforce laws and traffic regulations; apprehend violators; provide general information and assistance to the public; and assist in investigations.

Police officers patrol campus buildings and grounds by foot or by vehicle; control crowds during assemblies or disturbances; guard property; investigate and prepare reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace; and gather evidence, make arrests, and appear in court as required. Work assignments may include enforcing parking regulations and issuing traffic citations; administering first aid to injured persons; and guarding or transporting cash funds.

Police officers may also receive training and/or be delegated responsibility for additional work assignments that include: range master, canine handler, field training, defensive tactics instruction, motorcycle patrol, bicycle patrol, special evidence technician, crime prevention specialist, community relations programs, and a member of a critical response or special reaction team.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- ◆ High school diploma or equivalent.
- ◆ Successful completion of a P.O.S.T. certified training program, including obtaining a Basic Course Certificate.

#### Knowledge and Skills

- ◆ Valid California driver's license.
- ◆ Working knowledge of current law enforcement methods and procedures.
- ◆ Working knowledge of current criminal codes and laws.
- ◆ Effective interpersonal skills to resolve a wide variety of sensitive situations.
- ◆ Effective oral and written communication skills, including writing clear and comprehensive reports.
- ◆ Demonstrated ability to think and act effectively in emergency and sensitive situations.

# Classification and Qualification



# STANDARDS

The California State University System

## Corporal

*Class Code: 8365  
Established: 10-01-78  
Revised: 06-01-99*

### OVERVIEW

Under general direction, the corporal performs a variety of general law enforcement duties. Work assignments typically require the incumbent to exercise independent judgment and action.

Incumbents typically perform general law enforcement work that includes some or all of the following: patrolling campus buildings and grounds on foot or vehicle; maintaining order; enforcing laws, rules, and regulations; apprehending and processing violators; initiating police action; preparing and presenting oral and written reports; providing assistance to campus personnel, students, and the public in public safety matters; and serving as the lead or senior member on a campus patrol operation.

Additionally, corporals are distinguished by the regular, ongoing assignments of one or more of the following:

- ◆ Assignment as a team leader, assistant watch commander, or patrol agent responsible for leading a shift and providing direction to officers in the field.
- ◆ Performance of a special assignment on a regular, ongoing basis including, but not limited to: investigator/detective, crime prevention specialist, and/or community relations specialist.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- ◆ High school diploma or equivalent and graduation from a Peace Officer Standards and Training (P.O.S.T.) academy and a Basic Course Certificate.
- ◆ Two or more years of active law enforcement experience.

#### Knowledge and Skills

- ◆ Valid California driver's license.
- ◆ Thorough knowledge of current law enforcement methods and procedures.
- ◆ Thorough knowledge of current criminal codes and laws.
- ◆ Thorough knowledge of effective investigative techniques and procedures.
- ◆ Effective oral and written communication skills, including writing clear and comprehensive reports.
- ◆ Ability to work independently and make sound judgments.
- ◆ Ability to provide effective leadership and direction to field personnel during assigned shift.

# Classification and Qualification



# STANDARDS

The California State University System

## Sergeant

*Class Code: 8354  
Date Established: 04-08-70  
Date Revised: 06-01-99*

### OVERVIEW

Under the direction of a commanding officer, the sergeant is assigned primary responsibility as a working, first line supervisor, in addition to general law enforcement and specialized work assignments performed by police officers and corporals. Work assignments require the use of independent judgment and the ability to provide leadership to others.

Sergeant rank is distinguished from the Corporal by the full-time assignment of supervisory duties, including making work assignments, monitoring and reporting work activities, and providing on the job training and assistance to subordinates.

Sergeants typically perform some or all of the following duties:

- ◆ Plan, assign, coordinate, and supervise assigned staff on a shift, task force, or unit on a regular basis.
- ◆ Develop, implement, and enforce campus and department policies, procedures, and regulations within the assigned area of responsibility.
- ◆ Provide on-the-job training, development, and evaluation to assigned staff.
- ◆ Assume command in the absence of the superior officer.
- ◆ Participate in the development and implementation of department policies and procedures.
- ◆ Act as team leader on a particular investigation task force or project. Examples include critical response unit, special evidence discovery and evaluation team, field training, defensive tactics instruction, crime prevention, and community relations programs.
- ◆ Assume the role of designated Watch Commander or Officer in Charge.
- ◆ Provide specialized training and assume leadership role on special reaction teams (e.g., sexual assault or emergency medical).

### MINIMUM QUALIFICATIONS

#### Education and Experience

- ◆ High school diploma or equivalent and graduation from a Peace Officer Standards and Training (P.O.S.T.) academy and a Basic Course Certificate.
- ◆ Three or more years of active law enforcement experience.
- ◆ Completion of a P.O.S.T. Supervisory Program is desirable or must be completed within one year of appointment.

**Knowledge and Skills**

- ◆ Valid California driver's license.
- ◆ Comprehensive knowledge of current law enforcement methods and procedures.
- ◆ Comprehensive knowledge of current criminal codes and laws.
- ◆ Comprehensive knowledge of effective investigative techniques and procedures.
- ◆ Effective oral and written communication skills, including writing clear and comprehensive reports.
- ◆ Ability to work independently and make sound judgments.
- ◆ Ability to provide effective leadership, training, and direction to assigned personnel.
- ◆ Ability to supervise and evaluate employees effectively.
- ◆ Ability to assist in developing department policies and procedures.