THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(562) 985-2678

Date: October 30, 1998

To: Human Resources Directors
   Police Chiefs

From: Cathy Robinson
      Senior Director
      Human Resources Administration

Code: TECHNICAL LETTER
      HR/PCOS 98-02

RESPONSE REQUIRED BY
NOVEMBER 25, 1998

Subject: PUBLIC SAFETY SUPPORT AND POLICE CADET CLASSIFICATIONS

We have been involved in a public safety support classification study and have also revised the Police Series to include the new Cadet classification. This memorandum addresses proposed classification changes resulting from these recent activities.

Public Safety Support Study

We recently completed the research and development phases of the public safety support classification study and reviewed the findings and preliminary recommendations with our human resource and public safety subject experts. CSEA classifications included in this study include the following: public safety dispatcher; parking officer; supervising parking officer; campus guard; parking garage supervisor; fire apparatus engineer; and supervising fire apparatus engineer.

An Overview of the Proposed Classification Restructure in Attachment A highlights the proposed classification changes. Two revised classifications are proposed. The Police Dispatcher and the Parking/Community Service Officer classification drafts are provided in Attachments B and C, respectively. The draft classification standards are written in the new broad classification format with skill levels defined within the classification.

The proposed standards were developed from the following:

➢ Issues and needs expressed in a campus survey we conducted in January 1998 on public safety support classifications.
➢ Feedback from human resource and public safety subject experts.
➢ A review of current position descriptions submitted from campuses.

(Over)

Distribution:

CSU Presidents
Interim Senior Director, Human Resources
Vice Presidents, Administration
Vice Presidents, Academic Affairs

Vice Presidents, Student Affairs
Affirmative Action Officers
Employee Relations Designees
Following is a brief overview of the proposed classifications.

- **Police Dispatcher** – Based on consistent campus feedback, it is clear that a higher level within the current dispatcher classification is needed to cover lead work direction and to provide advancement opportunity. As a result, the proposed classification includes two position skill levels. The first level covers the fully proficient incumbent. The second level is new and covers incumbents performing lead work direction and/or advanced dispatch functions. Additionally, the entry qualifications reflect the new P.O.S.T requirements. The nature of the work assignments and skill and knowledge requirements for each level reflects the impact technology has had on how dispatch work is performed today.

- **Parking/Community Service Officer** – Based on campus feedback and position descriptions, it is clear more flexibility is needed in public safety support classifications. Employees in these functions are sometimes specialized in one area, but quite often perform more than one function. For example, a parking officer may perform some guard duties and a guard may patrol parking lots and both may support the dispatch function by providing back up relief. Based on these needs, a broader more flexible classification is being created to accommodate the numerous position variations. Again, the first level covers the fully proficient incumbent, while the second level is for positions performing lead work direction or more advanced work.

Tilting this proposed classification is difficult. Community Service Officer is the preferred title because it encompasses the full scope of work. However, on some campuses, this title is used exclusively for student assistants performing public safety support functions. On other campuses, it is used as a working title exclusively for parking officers and guards. A good compromise recommendation from the subject experts has been to ensure that, where appropriate, student assistants be renamed Student Community Service Officers. Another concern is the need to maintain parking in the title. Some campuses feel it is critical to formally recognize this function in the title, while others think the broader title is more appropriate. As you consider the title, please remember that the classification title is a broad descriptive umbrella from a systemwide perspective and that campuses are free to use working titles according to their own guidelines.

Please review the proposed draft classifications and provide us your campus feedback with focus on the following:

- Do the standards provide an umbrella under which you can equitably classify your positions?
- Do the standards adequately cover the breadth of work performed in these areas today and work to be performed in the next few years?
- Are any functions or critical skills missing? If yes, what?
- Do the level distinctions make sense? Is the progression from one level to the next clear?

(Over)
Technical Letter
HR/PCOS 98-02
Page 3

Police Series Revisions

The Police Series has been revised as a result of the introduction of the new Cadet classification (Attachment D). Incorporating the Cadet into the series required revisions to the series introduction and the Police Officer entry requirements. The language is designed to be consistent with the SUPA memorandum of understanding.

Please review the revised Police Series and new Cadet classification and provide us your campus feedback.

We look forward to receiving your comments in order to finalize the classification standards and begin to prepare for impact bargaining with the appropriate exclusive representatives. In order to meet the necessary timelines, please have your campus comments back to us no later than Wednesday, November 25, 1998. Thank you for your assistance.

If you have any questions, please call Ron Hull at 562/985-2653 or Gina Caywood at 562/985-2654 in Human Resources Administration.

Attachments
# Public Safety Support Study

**Proposed Classification Restructuring**

*October 1998*

<table>
<thead>
<tr>
<th>CURRENT CLASSIFICATIONS &amp; 98/99 SALARY RANGES</th>
<th>PROPOSED RESTRUCTURING</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Number of incumbents as of 5/98)</td>
<td></td>
</tr>
</tbody>
</table>

8349 – Public Safety Dispatcher (104)
- $2,357 - $3,070

- **Potential Titles:** Police Dispatcher or Public Safety Communications Specialist
- Broader classification with two skill levels:
  - First level covers standard dispatch work.
  - New, second level covers advanced and/or lead duties

8351 – Parking Officer (103)
- $2,175 - $2,832

8353 – Sprvsng Parking Officer (11)
- $2,270 - $2,963

8352 – Campus Guard (35)
- $2,175 - $2,832

8341 – Parking Garage Supervisor (0)
- $2,266 - $2,958

- **Collapse all four** classifications into one class with two skill levels
  - **Potential titles** – Parking/Community Service Officer or Parking/Community Service Specialist
  - **Create core functions** to account for the types of work performed: parking regulation and coordination, security services, public safety support, campus community support.
  - First skill level covers standard duties, the second level covers broader, advanced and/or lead duties

8980 – Fire Apparatus Engineer (1)
- $2,976 - $3,865

8981 – Supvng Fire Apparatus Eng (0)
- $3,240 - $4,244

- **Due to limited use, leave as is until vacated and then eliminate them.**
DRAFT CLASSIFICATION STANDARD
Police Dispatcher
Class Codes: TBD
Established: TBD

OVERVIEW:
The Police Dispatcher is a specialized classification within police departments providing essential dispatch communications and records maintenance. Dispatchers are responsible for maintaining effective and efficient communications between campus law enforcement headquarters, campus police officers in the field, outside emergency and law enforcement agencies and the public by receiving, recording and dispatching general and emergency information quickly, clearly and accurately. Two position skill levels are defined:

➢ **Position Skill Level I** – Incumbents perform standard dispatch duties involving receiving and screening incoming emergency and public safety calls and communicating with campus law enforcement using the police radio systems to dispatch them accordingly. Work involves the use of automated dispatch and police information systems and databases to input and retrieve data. Incumbents are required to work independently, react quickly, and demonstrate good judgment and discretion in stressful situations.

➢ **Position Skill Level II** – Incumbents at this level typically provide lead work direction to other dispatch and/or public safety support staff and/or perform more complex and diverse functions in support of public safety programs. Positions at this level typically have a higher degree of accountability for dispatch and records functions.

CORE AREAS:
Positions in this classification are distinguished by their police dispatch work and the knowledge and skills required to perform this work. While the primary focus of positions in this classification is dispatching, the work assignment often fall into the following core areas:

➢ **Dispatch Communications** – Answering and screening incoming calls to the police department, which involve conversing with crime victims, witnesses, and citizens and eliciting and recording pertinent information; operating police department communications equipment to dispatch officers to calls for service, critical incidents and emergencies; inputting and retrieving police reports, activity logs and criminal information; acting as the 911 operator; coordinating emergency responses including medical support; and referring citizens to appropriate resources such as counseling services or domestic violence support.

➢ **Recordkeeping** – Maintaining department files and reports; updating department warrant and due diligence information; filing police reports; preparing arrest folders, maintaining criminal history files and preparing packets for prosecutors; compiling and sending reports to appropriate agencies; and ensuring records and files are maintained in accordance with applicable laws and regulations.

➢ **Public Safety Support** – Providing support to other public safety and community service functions including parking enforcement and records maintenance; monitoring security and fire alarms; monitoring building access; and assisting in campus visitor reception.

ENTRY QUALIFICATIONS
Entry to this classification requires one year of verifiable experience in switchboard and two-way radio operations in a law enforcement or comparable agency within the last ten years and a high school diploma or equivalent. The abilities to effectively use a phonetic alphabet, speak clearly and concisely, follow oral and written instructions, transfer information accurately, handle a wide range of interpersonal interactions effectively, and to learn the use of applicable law enforcement systems and databases are essential entry qualifications.
Candidates must have completed or be able to attend the Police Officers Standards and Training (P.O.S.T.) Dispatcher Course. Candidates who do not possess a P.O.S.T. Dispatcher Certificate will be required to pass a written test related to essential dispatching skills. Additionally, candidates must successfully pass a background check and physical examination.

**POSITION SKILL LEVELS:**
Two position skill levels are defined within this classification. Progression from the first to the second skill level is referred to as an *in-classification progression*. The factors used to determine position skill level include: complexity, scope and impact of the work performed; level, type and scope of knowledge required; autonomy exercised and level of supervision received; position accountability; judgment and discretion required by the position to address and solve problems; and level and diversity of contacts and interactive capabilities required by the position.

A position is placed at a skill level based on where the majority of and/or most critical position responsibilities and skill requirements fall in relation to the position skill levels defined below. Management assigns position responsibilities and their associated skill requirements. It is important to note that the position skill level definitions do not delineate entry requirements for each skill level, but are composites of the typical position at each level. Entry qualifications are defined for entry to the first position skill level of the classification. Further progression within the classification depends first, on the need for a position at a higher skill level, second, on the nature of the duties and requirements of the position, and third, on an employee’s demonstrated and applied skills and abilities.

<table>
<thead>
<tr>
<th>Position Skill Level 1</th>
<th>Typical nature of work assignments:</th>
<th>Typical knowledge and skill requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Standard dispatch duties involving receiving and relaying calls for assistance via telephone, radio or computer terminal and assisting in maintaining police department records.</td>
<td>- Working knowledge of legal codes, requirements, procedures and techniques for receiving complaints and calls for service and for dispatching and communicating with campus officers in the field.</td>
<td></td>
</tr>
<tr>
<td>- Day-to-day assignments are performed independently under general supervision once initial training is completed.</td>
<td>- Working knowledge of public safety related agencies and protocols for communications.</td>
<td></td>
</tr>
<tr>
<td>- Regular use of judgment and discretion is required to assess the importance of information and to react quickly and effectively. Established protocols and procedures are followed in most instances. Incumbents are accountable for actions taken.</td>
<td>- Achievement of the P.O.S.T. Dispatcher certificate.</td>
<td></td>
</tr>
<tr>
<td>- Work involves regular contact with the campus community, general public, and campus and outside law enforcement and emergency agencies. Interactions often require tact, discretion and patience.</td>
<td>- Working knowledge of and ability to use applicable computerized and automated law enforcement systems and databases to enter, research and retrieve data as necessary.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to work independently and determine priorities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to respond and act quickly, accurately evaluate information and situations, and make appropriate decisions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Working knowledge of geographical layout and ability to read maps and floor plans to provide directions to officers in the field.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to accurately interpret written policies, follow oral and written instructions, and transfer information.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to provide clear, concise verbal directions quickly and accurately.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to present and summarize information in writing using clear, concise language and write required reports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to establish and maintain effective working relationships, deal with all members of the campus community and general public, and maintain composure in highly stressful situations or when dealing with irate, confused or upset individuals.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to maintain the confidentiality of sensitive information.</td>
<td></td>
</tr>
</tbody>
</table>
# Position Skill Level II

<table>
<thead>
<tr>
<th>Typical nature of work assignments:</th>
<th>Typical knowledge and skill requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Coordination of the dispatch function including lead work direction to dispatch and other public safety support staff which involves setting work schedules, acting as shift coordinator, assigning work, monitoring performance and training staff to ensure adequate coverage at all times.</td>
<td>- Thorough knowledge of legal codes, requirements, procedures and techniques for receiving complaints and calls for service and for dispatching and communicating with campus officers in the field.</td>
</tr>
<tr>
<td>- Accountable for own work results and daily dispatch operations.</td>
<td>- Thorough knowledge of record keeping laws and regulations for police departments.</td>
</tr>
<tr>
<td>- Performing day-to-day work independently under general supervision. Work is supervised in terms of overall accomplishments.</td>
<td>- Ability to provide lead work direction and train new staff.</td>
</tr>
<tr>
<td>- Work involves addressing a wide range of problems that require judgment and some ingenuity to develop thorough and practical solutions.</td>
<td>- Ability to handle multiple priorities and manage situations under stress.</td>
</tr>
<tr>
<td>- Projects involve such activities as developing and auditing procedures and protocols to enhance the operation of the communications and records center, ensuring police reports and records systems are maintained according to applicable laws and regulations, compiling operational and training manuals, and developing dispatch and related staff and community training programs.</td>
<td>- Ability to analyze and address operational and procedural problems.</td>
</tr>
<tr>
<td>- Preparing reports on communication center activities.</td>
<td></td>
</tr>
</tbody>
</table>
DRAFT CLASSIFICATION STANDARD
Parking/Community Service Officer
Class Codes: TBD
Established: TBD

OVERVIEW:
The Parking/Community Service Officer is a broad classification with two position skill levels. It is designed for positions performing parking, security and related public safety and community service functions.

➢ **Position Skill Level I**— Incumbents at this level perform standard duties related to patrolling campus parking lots, buildings and facilities, enforcing established rules and regulations by taking the appropriate actions, and performing related community support functions. Under close supervision, they may provide support to public safety communications and records functions.

➢ **Position Skill Level II**— Incumbents at this level typically perform lead work direction and/or more complex duties related to the coordination of parking/public safety programs, such as parking and safety coordination for campus special events and the support of public safety communications and records functions. They may also be involved in development of operational procedures and protocols in support of established policies.

CORE AREAS:
Positions classified as Parking/Community Service Officers have varying levels of responsibility for parking enforcement and coordination, security services, and related public safety and community support services. Typical work activities may fall within one or more of the following core areas:

➢ **Parking Regulation & Coordination**— Enforcing parking rules and regulations through issuing and selling parking permits, patrolling parking lots, and issuing citations for parking and other standing violations as appropriate; appearing in court for parking and related citations; and directing vehicle and pedestrian traffic during peak hours, special events and emergencies. At the higher level, assignments may involve the overall coordination of parking programs including parking permits, signage, traffic direction and control, and determining staffing needs. May also be responsible for maintenance of parking records and equipment.

➢ **Security Services**— Patrolling campus on foot or by vehicle to protect university community and visitors from such hazards as fire, theft, vandalism, trespassing and other crimes; assisting in the enforcement of campus rules and regulations and reporting of hazardous conditions; and checking, opening and securing buildings and campus facilities including the coordination and testing of campus alarm systems.

➢ **Public Safety Support**— Providing support to police departments in terms of dispatch back-up and relief, property and evidence management, records maintenance; and providing assistance in taking incident/accident and responding to such situations.

➢ **Campus Community Support**— Assisting in the physical logistics for campus special events and emergencies; staffing the visitor kiosk; providing general information and assistance to the public; and providing escort and citizen assistance.

ENTRY QUALIFICATIONS:
Entry to this classification requires high school level reading and writing abilities and possession of a California driver’s license. The nature of the duties may also require successful completion of a background check, physical and psychological exam and/or the ability to attend Police Officers Standards & Training (P.O.S.T.) programs related to public safety support and dispatch activities. Knowledge of and/or the ability to learn how to use applicable public safety related equipment and systems are essential.

Completion of high school or its equivalent and three to six months related experience would normally achieve these entry qualifications.

*Draft Classification Standard*
**Position Skill Levels:**
Two position skill levels are defined within this classification. Progression from the first to the second skill level is referred to as an in-classification progression. The factors used to determine position skill level include: complexity, scope and impact of the work performed; level, type and scope of knowledge required; autonomy exercised and level of supervision received; position accountability; judgment and discretion required by the position to address and solve problems; and the level and diversity of contacts and interactive capabilities required by the position.

A position is placed at a skill level based on where the majority of and/or most critical position responsibilities and skill requirements fall in relation to the position skill levels defined below. Management assigns position responsibilities and their associated skill requirements. It is important to note that the position skill level definitions do not delineate entry requirements for each skill level, but are composites of the typical position at each level. Entry qualifications are defined for entry to the first position skill level of the classification. Further progression within the classification depends first, on the need for a position at a higher skill level, second, on the nature of the duties and requirements of the position, and third, on an employee’s demonstrated and applied skills and abilities.

**Position Skill Level 1**

<table>
<thead>
<tr>
<th>Typical nature of work assignments:</th>
<th>Typical knowledge and skill requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Parking enforcement and security assignments involving the patrol of parking lots, grounds and/or facilities. Support may be provided to the public safety communications and records functions.</td>
<td>- Working knowledge of applicable procedures and regulations related to parking, traffic control, security and/or public safety.</td>
</tr>
<tr>
<td>- Day-to-day work is performed independently under general supervision with closer supervision for new or more complex/sensitive assignments.</td>
<td>- Working knowledge of alarm and radio systems.</td>
</tr>
<tr>
<td>- Assignments involve the regular use of judgment and discretion to solve problems and address situatations. Courses of action are guided by established protocols requiring limited interpretation of policies.</td>
<td>- Ability to detect and respond appropriately to potential hazardous or crime situations.</td>
</tr>
<tr>
<td>- Assignments involve ongoing interaction with the campus community, general public, and campus and community law enforcement. Interactions often require tact and discretion.</td>
<td>- Ability to observe and recall details and incidents.</td>
</tr>
</tbody>
</table>

**Position Skill Level 2**

<table>
<thead>
<tr>
<th>Typical nature of work assignments:</th>
<th>Typical knowledge and skill requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Coordination of campus parking and/or security functions and daily operations. Support may also be provided to the public safety dispatch and records functions.</td>
<td>- Thorough knowledge of applicable procedures and regulations related to parking, traffic control, security and/or public safety.</td>
</tr>
<tr>
<td>- Lead work direction is often provided including setting work schedules, making assignments, monitoring performance, and training staff.</td>
<td>- Ability to read and interpret a variety of laws, rules and regulations.</td>
</tr>
<tr>
<td>- Day-to-day work is performed independently under general supervision. Work is supervised in terms of overall accomplishments.</td>
<td>- Working knowledge of police department radio codes and equipment.</td>
</tr>
<tr>
<td>- Projects involve such activities as the formulation, compilation and maintenance of applicable records, the research, design and recommendation for forms and signage, and analysis of operations to develop recommendations for procedural changes.</td>
<td>- Ability to plan and schedule unit work and provide lead work direction to others.</td>
</tr>
<tr>
<td>- Work involves addressing a wide range of problems that require independent judgment and discretion and may require interpreting policies and developing recommendations for new procedures and protocols.</td>
<td>- Ability to independently make effective decisions and judgments in emergency situations.</td>
</tr>
<tr>
<td>- Contacts involve working with a wide variety of people at all levels on the campus and the general public and may include providing specialized training to the public on defensive techniques.</td>
<td>- Ability to analyze operational issues and recommend procedural changes.</td>
</tr>
</tbody>
</table>

In addition to the above:
- Ability to establish and maintain cooperative working relationships with campus community, public and applicable law enforcement agencies.
- Ability to convey clear, concise communications and directions and conduct training for staff and the campus community.
- Ability to write reports and draft operating procedures.
Classification and Qualification Standards
The California State University System

Police Series

The Police Series includes the following four classifications:

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Class Code</th>
<th>Date Established</th>
<th>Date Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer Cadet</td>
<td>8345</td>
<td>07-01-98</td>
<td>TBD</td>
</tr>
<tr>
<td>Police Officer</td>
<td>8350</td>
<td>10-01-78</td>
<td>TBD</td>
</tr>
<tr>
<td>Corporal</td>
<td>8365</td>
<td>10-01-78</td>
<td>TBD</td>
</tr>
<tr>
<td>Sergeant</td>
<td>8354</td>
<td>04-08-70</td>
<td>TBD</td>
</tr>
</tbody>
</table>

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 a sworn police officer, 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; 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 serve as 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.
DEFINITION OF CLASS 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 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.
Police Officer Cadet
Class Code: 8345
07-01-98

Initial Draft

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.
Police Officer
Class Code: 8350
Established: 10-01-78
Revised: TBD

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; 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 serve as 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
♦ 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.
Corporal
Class Code: 8365
Established: 10-01-78
Revised: TBD

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
♦ 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.
♦ Ability to work independently and make sound judgments.
♦ Ability to provide effective leadership and direction to field personnel during assigned shift.
Sergeant

Class Code: 8354
Date Established: 04-08-70
Date Revised: TBD

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.
Knowledge and Skills

- 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.
- 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.