

## Police Series

Classification Title	Class Code	Date Established	Date Revised
Police Officer	8350	10-01-78	06-06-03
Corporal	8365	10-01-78	06-06-03
Sergeant	8354	04-08-70	06-06-03

### OVERVIEW:

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

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

### ENTRY REQUIREMENTS:

For entry requirements into the Police Series refer to CSU's policy on the selection and testing of police personnel.

### DEFINITION OF CLASSIFICATION LEVELS:

#### *Police Officer*

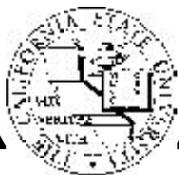
This classification is reserved for entry-level sworn officers who have graduated from a certified P.O.S.T. academy and obtained the Basic Course Certificate. Duties at this level require a working knowledge of law enforcement methods and procedures, criminal codes and laws, and investigating techniques 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 classification is the second 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. Incumbents in 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.

***Sergeant***

This classification 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 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. Incumbents require graduation from a P.O.S.T. academy, a Basic Course Certificate, and three or more years of active law enforcement experience.



## Corporal

*Class Code: 8365*

*Date Established: 10-01-78*

*Date Revised: 06-06-03*

### 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.

The Corporal rank is distinguished from the Police Officer 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:

#### ***Knowledge and Abilities:***

- ◆ 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.

#### ***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.