



## Office of Human Resources and Equal Opportunity FHDA-POA Job Description

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### POLICE OFFICER I/II

**SALARY GRADE:** Police Officer I: 60 Police Officer II: 62

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide police protection to the students, personnel, equipment and property of the District. Patrol an assigned area on foot, in a vehicle, motorcycle or bicycle to investigate and prevent crime and enforce law and order; prepare and file accident and criminal reports and related police records.

**DISTINGUISHING CHARACTERISTICS:**

Police Officer I – Police Officer I is the first level for certified peace officers. Incumbents are fully competent to perform all of the duties of the position and are eligible to obtain a Basic P.O.S.T. Certificate in accordance with P.O.S.T Regulations.

Police Officer II – Police Officer II is the second level for certified peace officers. Incumbents are fully competent to perform all of the duties of the position and possess an Intermediate P.O.S.T. Certificate.

Specialty Assignments – Incumbents at a Police Officer I or Police Officer II level may also be assigned to the following specialty areas: Motorcycle Unit, Bicycle Unit, Crime Scene Investigations, or Field Training Officer. Assignments are made at the discretion of Chief of Police. The required P.O.S.T. Certified training for the related assignment must be completed before assignment commences.

**Step 1** A member who is currently enrolled in the basic police academy as a recruit. Once a member has successfully graduated from the basic police academy, they will be eligible to receive Step 2.

**Step 2** A member who has successfully completed the basic police academy but has not yet completed the Field Training Program. Once a member has successfully completed the Field Training Program, they will be eligible to receive Step 3.

**Step 3** A member who has successfully completed probation and received a P.O.S.T Basic Certificate.

**Step 4** A member who previously worked as a non-probationary law enforcement officer for another agency.

(Changes to Steps 1-4 will be processed in the next possible pay period following formal notification to HR)

**REPRESENTATIVE DUTIES:**

1. Communicate with students, the general public, and employees while patrolling FHDA properties in an effort to proactively preserve law and order and achieve positive public relations.
2. Patrol an assigned area of District properties and facilities on foot, in a vehicle, motorcycle or on bicycle on an assigned shift; provide police protection to the students, personnel, equipment and property of the District.
3. Prevent entry and detain unauthorized persons on grounds or in buildings. Investigate situations and disturbances as needed; pursue and apprehend individuals discovered committing crimes or suspected to have committed crimes against District personnel, students, equipment or property; perform arrests and transport suspects to appropriate local law enforcement agencies; assure compliance with established laws, rules and procedures.
4. Respond to suspicious activity, emergency situations, property damage and unlawful activity on District property; respond to calls involving thefts, disturbances, vandalism and malicious mischief; provide first aid as needed.
5. Prepare investigative, crime, follow-up and incident reports relating to observed violations; perform computerized investigation of car registration and various records.
6. Provide security at college functions; open and close colleges for meetings.
7. Issue citations and control parking and safe movement of vehicles in parking areas as needed.
8. Inspect and monitor the security of doors, windows and gates.
9. Detect and report fire and safety hazards; respond to fire and burglar alarms; summon fire department personnel as needed.
10. Interview victims, suspects and witnesses; gather and preserve evidence; testify in court and present evidence as needed.
11. Perform other functions including dispatching, fingerprinting, traffic control, class lectures, line-ups, public relations and other functions as directed and as trained.
12. Operate a variety of police equipment including patrol car, two-way radio, firearms and various tools including, batons, handcuffs and others; operate a computer and other office equipment as assigned.
13. Train new Police Department staff for the purpose of ensuring compliance to applicable District policies, laws, procedures, Federal, State and local laws.
14. Provide work direction to assigned staff.
15. Provide information and respond to questions from students, staff and visitors.
16. Provide police protection for all persons and property.
17. Build and maintain positive working relationships with co-workers, other District employees and the public using Community Policing Principles.
18. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

1. Methods and practices of effective law enforcement and investigation.
2. Applicable sections of the State Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code and others as assigned.
3. Federal, State and local laws, rules and regulations related to assigned activities including evidence, search and seizure, arrests and others.
4. Crowd and traffic control techniques.
5. Use and maintenance of a firearm and proper operation of specialized equipment.
6. Vehicle operations and safe driving practices; motorcycle operations and bicycle/cycling practices as required.
7. Multi-frequency/multi-jurisdiction radio operation.
8. Advanced record-keeping techniques related to police work.
9. Interpersonal skills using tact, patience and courtesy.
10. Technical aspects of field of specialty.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Preserve and protect District property, personnel, students and the public.
3. Conduct investigations, make arrests and file criminal complaints and reports.
4. Observe activities accurately and remember names, faces, numbers, incidents and places.
5. Utilize and maintain firearms, baton and other equipment in a safe and proper manner.
6. Analyze situations accurately and adopt an effective course of action.
7. Patrol effectively, detecting and preventing problems and criminal activity.
8. Establish and maintain cooperative and effective working relationships with others.
9. Meet standards of physical endurance and agility established by the District.
10. Prepare accurate written reports.
11. Render first aid in emergency situations.
12. Communicate effectively both orally and in writing.
13. Comply with uniform regulations, laws, procedures and other regulations.
14. Observe legal and defensive driving practices.
15. Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

For Police Officer I:

The minimum police officer selection standards are set forth in Government Code Sections 1029, 1031, and 1031.4. Every Police Officer must have:

1. Completion of appropriate California P.O.S.T. requirements including graduation from a California P.O.S.T. academy within the preceding 36 months and minimum medical standards as set by P.O.S.T., or possession of a current California P.O.S.T. Basic certificate.
2. In addition to the P.O.S.T. requirements, any combination equivalent to: 20 semester units of college course work.
3. Have a U.S. **high school diploma**, GED certificate, or high school proficiency examination.
4. Valid California driver's license, First Aid and CPR certificates.
5. Minimum age 21 years. 1202(b)(1)
6. Excellent moral character.
7. Legally authorized to work in the U.S. by federal law.
8. Free from any disqualifications for employment, including felony convictions.
9. Found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, general, nationality, religion, disability, or sexual

orientation, which might adversely affect the exercise of the powers of a police officer.

For Police Officer II (Intermediate Certificate Award Requirements):

- a. Satisfy the requirements specified in [Regulation](#) 1202(b)(1).
- b. Possess or be eligible to possess the Intermediate Certificate.
- c. Satisfy one of the following eligibility combinations:

Degree or Education Points*		Law Enforcement Experience		Training Points
Bachelor Degree	<b>and</b>	2 years	<b>plus</b>	0
Associate Degree	<b>and</b>	4 years	<b>plus</b>	0
45 Education Points	<b>and</b>	4 years	<b>plus</b>	45
30 Education Points	<b>and</b>	6 years	<b>plus</b>	30
15 Education Points	<b>and</b>	8 years	<b>plus</b>	15

\*Excess education points may be applied towards training points on a point-for-point basis

**WORKING CONDITIONS:**

ENVIRONMENT

1. Indoor and outdoor work environment.
2. Substantial driving, walking, standing for extended periods of time; cycling as required.
3. Adverse weather conditions.

PHYSICAL ABILITIES:

Must meet all minimum standards as set by P.O.S.T. including, but not limited to:

1. Height and weight proportional.
2. 20/100 vision without eyeglasses, correctable to 20/20. Normal color vision.
3. Normal hearing, speaking.
4. Dexterity adequate to carry out duties as required.
5. Running, walking or cycling over rough or uneven surfaces.
6. Bending at the waist, kneeling or crouching.
7. Restraining/Subduing individuals.
8. Sitting or standing for long periods of time.
9. Lifting 50 pounds or more.

HAZARDS

1. Contact with abusive or combative individuals.
2. Possible fights and confrontations.
3. First responder to emergency scenes.

ADDITIONAL TESTING MAY INCLUDE

1. Physical Agility Test.
2. Oral Board Interview.
3. In-depth Interview with Chief of Police.
4. Medical Examination.

5. Background Investigation.
6. Written Test and/or assessment test.
7. Psychological evaluation.
8. Polygraph evaluation.

Approved: July 2000; Revised: May 2015; Jan 2019; Revised January 2024 and approved June 2024  
EEO-CATEGORY: H-70