

# FONTANA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Police Officer

**CATEGORY:** Operational

**REPORTS TO (BY TITLE):** Chief, Police Services

### **DESCRIPTION:**

Under general supervision, the School Resource Officer is assigned to one or more school sites to protect life and property; responds to alarms and calls for assistance; performs a variety of investigative and protective duties to provide security services in assigned areas of the District; performs related duties as required.

### **PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

- Is assigned to one or more sites for extended periods of time to assist school administrators in maintaining school regulations.
- Patrols buildings and grounds on foot or in a radio equipped vehicle to provide protection against vandalism, burglary, arson, trespassing and theft.
- Maintains radio communication with District security personnel and responds to dispatch calls for assistance promptly and professionally.
- Conducts investigations of crimes against property and persons or criminal acts occurring on District property, including bus transportation and makes arrests as required by law.
- Makes recommendations regarding security matters.
- Prepares written reports to be submitted to prosecuting agencies and/or school administrators for possible suspension or expulsion.
- Identifies type of crime and collects, preserves and impounds evidence.
- Attends court hearings or trials as required.
- Serves warrants and civil papers and makes arrests as required by law.
- Prepares cases to obtain restitution for damage to or theft of District property.
- Diffuses rumors of aggressive behavior on a daily basis.
- Counsels students and advises parents.
- Identifies confrontations on campus and gives classroom talks regarding youth and the law.
- Establishes, maintains and/or supports standards of personal conduct and discipline in accordance with the current discipline policy approved by the Board of Education.
- Assists and cooperates with administrators, school staff and other law enforcement agencies.
- Follows all procedures consistent with district established policies, school police directives and school site administrative procedures.
- Participates in programs related to law enforcement and safety education.
- May assist in the preparation of school site emergency procedure plan.

Position Specific (Traffic Patrol Officer):

- Enforces parking and traffic regulations on District property, streets surrounding schools, District property, and school bus stops
- Controls traffic flow, patrols parking lots on district property and issues citations
- Maintains orderly control of large crowds and enforces safety regulations when assigned to special events (athletic events, dances, plays, open houses and other events as assigned)
- Follows school buses to ensure student safety and enforces state and local vehicle-related regulations by issuing citations.

**QUALIFICATIONS:**

Credentials and Experience:

- California Basic P.O.S.T. (Police Officer Standards and Training) Certificate OR successful completion of a basic POST approved academy within the last three (3) years.
- Meet legal requirements for possession of a concealable firearm
- High school diploma or the equivalent.
- Valid CPR and First Aid certificate
- Valid California driver's license.
- Prior experience working with juveniles desirable.

Knowledge of:

- Advanced modern investigative and law enforcement procedures
- Applicable municipal and State codes and court procedures
- Laws of California including Penal, Vehicle, Welfare and Institutions, and Health and Safety
- District policies and procedures

Ability to:

- Prepare cases for complaint and to represent the District in court
- Write complete, concise reports
- Collect and analyze information and make independent judgments
- Establish and maintain effective working relationships with pupils, staff, law enforcement agencies and the public

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Mobility sufficient for rapid coverage of total campus
- Ability to see, hear, and speak for purposes of observation of student behavior, giving direction, and enforcing rules.
- Ability to stand for extended periods of time.

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- Ability to bend, twist, stoop, kneel, run, and crawl.
- Ability to pull or drag up to 165 pounds.

Eligibility Requirements

- Written examination
- Physical agility test (may be required)
- Pre-employment interview
- Medical examination/drug screening
- Psychiatric evaluation
- Comprehensive background investigation
- Citizen or permanent resident alien who is eligible and has applied for citizenship

**REGULAR WORK YEAR:** 12 Months

**FONTANA UNIFIED SCHOOL DISTRICT**

Approved: 04/13/98

Revised: 04/05/01

Revised: 11/18/04

Revised: 02/21/08