

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PATROL OFFICER I/II

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY: This position is the journey level in the Patrol Officer series. The position is responsible for the following: participate in and supervise the activities of assigned gate control and patrol personnel; to supervise and participate in traffic control, incident reporting, training, administration, crime prevention, community relations and other assigned programs or functions; and to perform other job-related work as required.

SUPERVISION: Receives general supervision from the Security Sergeant. Provides functional supervision over Patrol Officers I and Gate Officers I and II.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs patrol on an assigned shift; conducts property checks on businesses and homes for burglary and other security problems; request and record information from observers and other persons;
- has responsibility for preserving evidence at the scenes of incidents; appears in court proceedings when summoned; contacts responsible public safety agencies for dealing with potential criminal incidents, booking, and transportation of persons;
- performs traffic control assignments; assists with accident investigations; performs a variety of security and crime prevention assignments;
- substitute for or assist gate control officers as needed;
- enforce homeowner associations non-architectural rules;
- assists with a variety of emergencies; issues citations for misdemeanors and infractions; assist outside agencies as needed;
- prepares reports of incidents and observations; contact victims, witnesses, and suspects for additional information as required; identify suspects or vehicles involved in an incident; secures voluntary statements from those suspected of involvement in

incidents;

- has responsibility for preserving evidence at the scenes of incidents; appears in court proceedings when summoned; contacts responsible public safety agencies for dealing with potential criminal incidents, booking, and transportation of persons;
- disseminates current information to gate and patrol officers for assigned duties; ensures department rules and policies are followed;
- notifies agencies responsible for law enforcement and public health and safety when required and assists as directed;
- participates in training new officers; assists officers in preparing reports and performs initial review of prepared reports; maintains contact with law enforcement agencies;
- provides information and assistance to the public;
- participates in departmental training programs, administration, crime prevention, community relations and other assigned programs or functions;
- prepares general reports of field activities; performs special data gathering assignments;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Skills in: Use and care of firearms and other special equipment utilized in security and crime prevention activities.

Ability to supervise and participate in traffic control, incident investigation, training, administration, crime prevention, community relations and other assigned programs and functions; indirectly supervise, train and evaluate the work of subordinates; gather, assemble, analyze and evaluate facts and evidence; draw logical conclusions from information and make proper recommendations. Interpret and apply laws and regulations; analyze situations quickly and accurately and take effective courses of action; exercise restraint and judgment in emergency situations; demonstrate keen powers of observation and memory; prepare clear, concise and comprehensive written reports; tactfully and effectively represent the District in public contacts; establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would likely provide the required

knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Three years of experience in security and crime prevention activities, preferably including some supervisory or leadworker experience; *or*

Possession of an Associate of Arts degree with a major in Police Science or related fields or substantial course work in law enforcement is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

May possess a valid California Guard Card and Firearms Card.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.