

Job Title:

Police Officer

Job ID:

104587

Location:

Sonoma State University

Full/Part Time:

Full-Time

Regular/Temporary:

Regular

Department Name

University Police

Salary and Benefits

Starting salary placement depends on qualifications, experience and salary budget, and will not exceed \$5,370 per month.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking the View Benefits Summary link below or by request from SSU Human Resources.

Application Deadline

This position is open until filled.

Conditions of Employment

This is a full time, non-exempt position, which will lead toward permanent status following the successful completion of a probationary period.

Responsibilities

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with the Seawolf Commitment, our values include respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Reporting to the Interim Police Chief, taking lead work direction from other sworn administrator, and under general supervision of the Patrol Sergeant and/or shift supervisor, the Police Officer patrols and enforces Federal, State, and local laws and ordinances; conducts criminal investigations and writes complex criminal and civil reports; maintains a high degree of independence, initiative, and interaction with all factions of the University community and general public; testifies in court; incorporates Community Oriented Policing and Problem Solving methodologies; must integrate professional knowledge and law enforcement service with the culture of the diverse educational environment to accomplish department and university objectives and goals; and performs related work as required.

Major duties of the position include, but are not limited to, the following:

- Patrols California State University properties and surrounding areas as assigned by vehicle, bicycle, or on foot to deter crime and to locate, and apprehend persons committing criminal acts; provides mutual aid and assistance to other law enforcement agencies as requested or as circumstances dictate
- Demonstrates sensitivity to, and respect for a diverse population
- Takes direction from supervisors and managers
- Complies with collective bargaining agreements

- Makes public presentations on behalf of the department to include crime prevention and personal safety presentations on a variety of topics
 - Reprimands, detains, cites, and/or arrests persons to include combative, disruptive, and dangerous persons; uses force, to include lethal and non-lethal force when necessary to protect the safety of the public and to take persons into custody without violating civil and constitutional rights
 - Transports persons to jail, detoxification, mental health, or medical facilities
 - Conducts criminal and civil investigations; interviews victims, suspects, and witnesses; collects and maintains evidence; writes crime reports; responds to subpoenas and testifies in court as required; photographs and draws diagrams of crime or accident scenes; operates and maintains proficiency using CLETS, RIMS, and law enforcement computer and technology systems
 - Implements University emergency preparedness plan including law enforcement response, emergency evacuation plans, and coordination of fire, medical, communication, facilities, and other emergency services as necessary to assist injured persons and mitigate the emergency
 - Maintains cooperative working relationships within the department and university community; maintains confidentiality as required of law enforcement, legal and sensitive documents and information; communicates clearly in English both verbally and in writing; reads, corrects, and prepares clear and concise reports; follows and understands written and oral instructions to include reading, understanding, and interpreting official legal documents
 - Provides traffic and crowd control; responds to life threatening incidents; provides non-police related support services as needed to include locking and unlocking buildings and facilities, call outs of residential life, facilities, landscaping, custodial, academic, and administrative personnel for incidents
 - Wears various uniforms, body armor, duty belt, carry and use approved firearms and weapons within the confines of the law, department policy, and in a safe and responsible manner; answers questions for the general public, students and University employees regarding laws, ordinances, incidents, or services
 - Attends mandatory POST and department training to maintain required law enforcement standards
 - Refrains from criminal, unlawful, or unethical activity on or off-duty that would result in the loss of ability to carry a firearm, be a credible witness in a court of law, or meet the requirements to remain a police officer in the State of California
 - Safely and effectively operates law enforcement motor vehicles with communications equipment and emergency response equipment
 - Must adhere to the law enforcement code of ethics at all times; may be assigned or perform special assignments
- May serve as a lead worker during shifts for other staff within the department and may supervise student employees and interns
 - Performs other secondary duties as assigned

Duties take place mostly in an outdoor setting located in or about the Sonoma State University main campus. Incumbents may be assigned to other locations for special events and interim needs. This position requires working on rotating shifts, some upon short notice, to include evenings, weekends, university commencement during May and holidays. Some overtime and callback service may be required to meet operational needs. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator or designee. May also require occasional travel by airplane and overnight stays away from home during evenings or weekends. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator.

The incumbent is also regularly required to stand, walk, reach with hands and arms, balance, stoop, kneel, and lift weights as prescribed by P.O.S.T. standards.

Qualifications

This position requires a High School diploma or G.E.D or equivalent. A two-year or four-year degree from an accredited college or university preferred. Must have successfully completed an approved California Basic Peace Officer Standards and Training (P.O.S.T Academy, including obtaining a Basic Course Certificate, or re-certification course within the three years preceding hire date. In addition, this position requires successful completion of an oral interview. Must successfully pass all background requirements mandated by P.O.S.T.; extensive background investigation, psychological and medical exams which include drug screening, specific vision, hearing, and other sensory requirements. Law enforcement experience in a college or university setting preferred. Must participate in, and successfully complete a Field training program and successfully pass a one-year probationary period. Must possess a valid California Driver License.

This position requires knowledge of federal, state, local laws and ordinances; Sonoma County law enforcement

protocols; University and department policies; United States Constitution and Bill of Rights; patrol techniques; traffic and crowd control; crime prevention; crime scene documentation and evidence collection; interview and interrogation techniques; surveillance techniques; drug use recognition; law enforcement radio protocols and law enforcement computer systems.

Incumbent must maintain current licenses, certificates, permits, and other items required for this position and immediately report to supervisor the loss or expiration of same. Must be able to perform law enforcement and emergency related duties in various environments to include indoor, outdoor, inclement weather, and other adverse conditions.

This position also requires the ability to work independently and make critical decisions with minimal supervision; consistently exercise sound judgment and discretion in analyzing and resolving problems; ability to move heavy objects and lift and carry injured or intoxicated persons short or long distances while performing duties; communicate clearly in English verbally and in writing; read, correct, and prepare clear and concise reports; and follow and understand written and oral instructions to include reading, understanding, and interpreting official legal documents. In addition, the incumbent must have effective interpersonal skills to resolve a wide variety of sensitive situations; demonstrated ability to think and act effectively in emergency and sensitive situations; willingness to confront and if possible, resolve problems; as well as the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties. Must possess intermediate computer proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel), internet, and email software; ability to quickly learn and apply campus rules and regulations related to work performed; operate in an environment that requires discretion and confidentiality; take initiative in developing and improving skills; demonstrate reliable work history, dependability, integrity, good observation skills, and professional bearing; and possess credibility as a witness in a court of law.

Qualification Note

Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

Physical Requirements

Requires successful completion of a pre-placement physical exam.

Application Process

Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:

1. Cover Letter and Resume - application system only allows one document to be uploaded, so cover letter and resume must be included in the same MS Word or PDF file (file name should not contain any spaces or special characters)
2. Online Employment Application (complete entire application, resume/cover letter will not substitute for any portion of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

Other Information

EEO STATEMENT

The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

MANDATED REPORTING

This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting

Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

About Sonoma State

Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 9,500 students and 530 faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at www.sonoma.edu/ps/about/jeanneclery.html; Annual Campus Housing Fire Safety Report is available at www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html.

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