

CAMPUS POLICE ASSISTANT

DEFINITION

Under general supervision, performs a variety of field and office activities in support of campus safety and security programs; oversees the fingerprinting program; maintains confidential records; oversees temporary employees performing parking-related duties; maintains the campus lock and security system; provides information and assistance to faculty, staff, students and the public; patrols assigned areas of the campus to enforce parking and traffic rules and issues citations; performs basic security monitoring of grounds and facilities; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This class has responsibility for overseeing the Live Scan fingerprinting program; maintaining confidential records; and overseeing temporary employees performing parking-related duties; enforcement of campus ordinances and rules governing parking of vehicles and building of access and security, plus incumbents assist with a wide variety of campus safety and security matters, both in the office and on patrol. Although related to law enforcement, this class does not carry firearms and is not empowered to take violators into custody. Incumbents typically work an assigned shift, according to established practices and procedures and campus schedules.

EXAMPLES OF DUTIES (Illustrative Only)

- Oversees the Live Scan fingerprinting program, takes fingerprints, trains staff in fingerprinting procedures, maintains records and prepares fingerprint billing to community employers
- Patrols assigned areas of the campus to observe auto, motorcycle, commercial and other vehicle violations of College parking rules and vehicle codes
- Issues citations for improper use of specially-designated or timed zones or lots, improper parking such as parking in crosswalks or sidewalks, improperly parked motorcycles, parking in preferential areas and related violations marks vehicles to detect abuse of timed areas
- Completes citations including code sections violated, time, date and location of offense, vehicle license plate number and/or vehicle identification number
- Recommends lock and key configuration for campus buildings
- Maintains records and distributes keys to various campus facilities, and to faculty and staff
- Provides campus lost and found services
- Takes information from on-campus individuals regarding bicycle thefts, auto break-ins and other problems
- Answers questions from students and the public regarding parking and related traffic laws, location of campus buildings and facilities, including dealing with hostile and irate parking offenders
- Reports unusual or suspicious circumstances
- Assists with traffic or crowd control after campus activities, as assigned
- Recruits and interviews student assistants
- Directs the work of such assistants and instructs them in work procedures
- Maintains basic records of work performed
- Oversees county work release workers, assigning jobs and monitoring their work
- Oversees bicycle licensing program
- Notifies supervisor of incidents involving abusive behavior by students or the public

EXAMPLES OF DUTIES (continued)

- Drives a vehicle and reports the need for maintenance or repair
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Laws and regulations relating to fingerprinting procedures
- Techniques for dealing with people of diverse academic, ethnic, socio-economic, and cultural backgrounds
- Applicable campus rules and regulations governing campus parking
- Safe work methods and safety regulations pertaining to the work, including driving habits
- Basic recordkeeping and office support practices and procedures

Skill in:

- Operating a motor vehicle safely while observing parking violations and conditions
- Dealing tactfully and effectively with those encountered in the course of the work, including hostile and irate individuals
- Maintaining accurate records and files
- Maintaining confidentiality of information
- Preparing clear and concise reports and other written materials
- Understanding and following oral and written directions
- Reading, interpreting and applying rules and regulations
- Using sound judgment within established procedures and regulations
- Overseeing the work of others

Other Requirements:

- Must possess a valid California driver's license
- Must be willing to work weekend, holiday and off-hour shifts
- Must be willing to work out of doors in all weather conditions
- Must be able to obtain a State Consumer Affairs "Guard Card" or complete appropriate P.O.S.T. reserve training

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and one year of experience involving substantial contact with the public. Some academic training in the law enforcement field is desirable.