

POLICE OFFICER

DEFINITION

Performs police work in the prevention, control, and investigation of crimes against students, District personnel, and protection of District property to ensure that essential police functions and community-based policing are carried out.

TYPICAL DUTIES

Maintains law and order at District facilities, including collaborative problem-solving and control of incidents of violence directed against District facilities, personnel, or students.
Enforces violations of California vehicle codes and penal codes, and all other violations of city, county, State, and federal law and statutes as necessary.
Contacts and cooperates with local law-enforcement agencies in the prevention, control, and investigation illegal activities by persons or groups directed against District facilities, personnel, or students.
Investigates crimes affecting District facilities, personnel, and students.
Performs special protective duties as directed.
Observes, collects, preserves, and records physical and oral evidence of crimes, including fingerprints.
Determines class of crime; modus operandi; and the extent of loss, damage, or injury; and analyzes information in order to solve or reduce the incidence of criminal acts involving District facilities, personnel, and students.
Identifies, locates, and interviews witnesses, and maintains positive relations with the community.
Checks police files and records for modus operandi and possible suspects.
Prepares reports about crimes against District property and offenses against District personnel or students.
Attends and participates in hearings and trials of suspects.
May make community appearances as a speaker on matters relating to the School Police Department.
May act as law enforcement liaison amongst District schools and offices and juvenile courts, probation offices, and local law-enforcement agencies.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Police Officer performs police work in the prevention, control, and investigation of crimes against students, District personnel, and the protection of District property to ensure that essential police functions and community-based policing are carried out.

A Senior Police Officer performs journey-level police work while engaged in community-based policing, the maintenance of law and order at District facilities, and oversees Police Officer Trainees during the FTO program.

SUPERVISION

General supervision is received from a Sergeant or higher-ranking personnel. Work direction is received from supervisory personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Collaborative problem solving-techniques
- Community-based policing
- Relationship building as an essential part to building a successful school community
- LAUSD School Climate Bill of Rights and Restorative Justice practices in all schools
- Growth, development, and problems associated with various stages of youth and adolescence
- Sections of the Education Code that pertain to school related safety and laws
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Geographical layout of the District
- Local law-enforcement, service, and emergency agencies
- Threat assessment processes
- Security measures and devices
- School Police Department alarm systems

Ability to:

- Apply collaborative problem solving techniques with school personnel, law enforcement officers, and the public in order to develop solutions to problems and increase trust in police
- Deemphasize the paramilitary aspects of the job
- Think clearly and logically, use good judgment and maintain composure, and make quick and appropriate decisions in emergency situations
- Maintain complete and accurate records and prepare clear and concise reports
- Operate two-way radio equipment and enunciate clearly when broadcasting
- Communicate effectively both orally and in writing

Special Physical Requirements:

- Visual field and depth, and color and hue perception
- Hear normal voice-range frequencies
- Agility, strength, and stamina to make apprehensions and to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

None.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

An appointee must be legally authorized to work in the United States.
Ability to speak and understand Spanish is preferable.

SPECIAL NOTES

1. Appointment is subject to fingerprinting, a review of conviction record, and a comprehensive background investigation.
2. An appointee must be at least 21 years of age at the time of appointment.
3. An appointee must successfully complete a California Peace Officer Standards and Training (CA P.O.S.T.) accredited academy.
4. An appointee must successfully complete the Los Angeles School Police Department's California Peace Officer Standards and Training (CA P.O.S.T.) approved Field Training Program (F.T.P.)
5. An appointee must qualify quarterly with departmentally approved firearms at a designated police range.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
02-20-25
SH