



CALIFORNIA EXPOSITION & STATE FAIR
DUTY STATEMENT


EMPLOYEE ACKNOWLEDGEMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:
		____/____/____
CLASSIFICATION:	POSITION #:	UNIT #:
		600
		R07

SUPERVISOR ACKNOWLEDGEMENT

BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.

SUPERVISOR NAME:	CLASSIFICATION:
Chief Craig Walton	Chief of Police
SUPERVISOR SIGNATURE:	DATE:
	__02__/_09__/_2022__

POSITION INFORMATION

MISSION OF SECTION:

The mission of the California Exposition and State Fair Police Department is to work in partnership with the community to protect life and property, provide a safe environment, and enhance the experience for all who visit and work at Cal Expo. This mission is accomplished through the fair and prompt enforcement of all laws and regulations established to protect and maintain order at Cal Expo.

CONCEPT OF POSITION:

Under general supervision of the Chief of Police at the California Exposition & State Fair, and as a temporary employee, incumbents will perform the duties of an operational Peace Officer [Penal Code 830.2(i)] at the annual California Exposition & State Fair as well as all other events held and operated on the facility grounds. Incumbent will provide and assist in the safety and security of staff, vendors, contractors and the general public through the enforcement of all laws and regulations and to conduct and complete other related duties for the orderly operation of the facility.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):

<input type="checkbox"/> DESIGNATED UNDER CONFLICT OF INTEREST CODE	<input type="checkbox"/> MAY REQUIRE ANNUAL MEDICAL EVALUATION
<input type="checkbox"/> REQUIRED TO CARRY A BLACKBERRY/IPHONE	X MAY REQUIRE DRUG TESTING
X CA DRIVER'S LICENSE, CLASS – LIST TYPE(S):	X BACKGROUND CHECK/FINGERPRINT CLEARANCE
X PARTICIPATION IN DMV PULL NOTICE PROGRAM	<input type="checkbox"/> OPERATES HEAVY MOTORIZED VEHICLES
<input type="checkbox"/> REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS	<input type="checkbox"/> WORKS AT ELEVATED HEIGHTS
X WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC	X PROLONGED PERIODS OF (CHECK ALL THAT APPLY):
<input type="checkbox"/> PERIODIC OVERTIME	<input type="checkbox"/> SITTING X STANDING X KNEELING X BENDING LIFTING
X MAY BE REQUIRED TO RESPOND AFTER WORK HOURS	<input type="checkbox"/> OTHER (ATTACH EXPLANATION)
X PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND (EXPLAIN)	

SUPERVISION EXERCISED (CHECK ONE):

<input type="checkbox"/> NONE	<input type="checkbox"/> SUPERVISOR	<input type="checkbox"/> LEAD PERSON	<input type="checkbox"/> TEAM LEADER
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FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES:

# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:

FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:

# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:

RESPONSIBILITIES OF POSITION

ESSENTIAL FUNCTIONS:

50%	<p>General Law Enforcement: Either by foot, bicycle, motorcycle, vehicle or other mode of transportation approved for use, officers patrol the California Exposition and State Fair facility to verify compliance with existing law to maintain the safe and orderly operation of the facility. Patrol activity may be facility wide, including adjacent public and private property areas outside of the boundaries of the facility, or they be limited to specific locations, venues, buildings and defined areas to meet the needs and operational demands of the events operating and existing at the facility. The purpose of patrol is to maintain order and compliance with existing law through recognition of a high profile law enforcement presence. Officers shall have knowledge of and readily enforce all laws and regulations, as well as ordinances and rules, specific to and within the authority of the California Exposition and State Fair facility. Officers shall be required to respond to calls for service and assistance as the demands of the facility require. Officers may make arrests, issue citations and take persons into custody to meet the requirements of their position. Officers may be required to complete incident reports, and related documentation in the course of day duties.</p>
25%	<p>Investigations: As required, officers working the California Exposition and State Fair may be required to respond to, collect evidence of, preserve evidence, interview victims, witnesses and suspects, secure crime scenes, draft reports and other related criminal reporting documents, issue citations, file formal complaints, attend court proceedings and give testimony in court proceedings in a diverse variety of criminal and civil investigations. Officers shall have knowledge of and ability to investigate crimes related to property, violent criminal acts, civil issues, vehicle related enforcement issues and narcotics issues. Officers may also be required to respond to, take action in and investigate accidents causing physical injury, as well as medical and health related incidents occurring at the State Fair, sanctioned events, and venues on the facility. Officers may be required to issue citations, make arrests and provide testimony in court and other legal proceedings.</p>

15%	Security and Crowd Control: During the operation of the annual State Fair and during a large variety of events scheduled at the California Exposition and State Fair, officers shall be required to assist in screening the public entering the facility for contraband and or weapons. Officers shall be required to use metal detectors, search and or inspect any and all containers, bags and packs to detect and prohibit contraband and weapons from entering the facility during specific events. Officers may be frequently required to hold, control, direct, redirect and disburse large crowds of people as directed by supervision and command staff. Officers may be required to set up barricade patterns, modify barricades and or remove barricades to direct, redirect, control and or prohibit the movement of large crowds attending events. Officers may be required to work alongside security personnel at all entrances and exits at the facility.
5%	Training: Officers are Peace Officers within the meaning of Penal Code 830.2(i). Officers shall meet the requirements of their position annually by maintaining minimum training qualifications in the use of firearms, arrest techniques, use of pepper spray and impact weapons. Officers shall maintain minimum certifications in first aid, and CPR. Officers driving CalExpo vehicles shall meet both the Department of general Services defensive driving training as well as the POST mandated defensive driving training. Officers shall meet all required training as mandated by law, policy and as directed by supervision. Administrative Duties: Officer shall be required to complete routine and regular paperwork including but not limited to attendance reports, daily work logs, vehicle use logs, and other administrative duties as required.
MARGINAL FUNCTIONS:	
5%	Other duties as assigned.

DESIRABLE QUALIFICATIONS

(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)

- APPLICANTS MUST POSSESS A VALID POST BASIC CERTIFICATE AND/OR OTHER GOVERNMENT CERTIFICATION RECOGNIZED BY POST AND ACCEPTABLE TO THE DEPARTMENT TO ALLOW THE APPLICANT TO OPERATE AS A SOLO PEACE OFFICER AS AUTHORIZED UNDER PENAL CODE.
- BE OF SOUND MORAL AND ETHICAL CHARACTER SUFFICIENT TO PASS A COMPREHENSIVE BACKGROUND INVESTIGATION.
- POSSESS EFFECTIVE WRITTEN AND VERBAL COMMUNICATION SKILLS.
- POSSESS ADEQUATE PHYSICAL FITNESS AND HEALTH TO PASS MEDICAL CLEARANCE EXAMINATION.
- POSSESS MINIMAL COMPUTER SKILLS TO ALLOW FOR THE COMPLETION OF REPORTS AND RELATED PAPERWORK.
- MUST POSSESS A VALID DRIVER'S LICENSE.
- Possess effective written and verbal communication skills
- Possess adequate physical fitness and health to pass medical clearance examination
- Possess minimal computer skills to allow for the completion of reports and related paperwork.
- Ability to work weekends, holidays, and irregular shifts
- Ability to work with minimal supervision
- Ability to spend long shifts on foot, standing, and walking
- Willingness to work in summer heat, winter cold, rain, and other harsh weather conditions

SPECIAL PHYSICAL CHARACTERISTICS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/2 to 2/3 of a workday
Occasionally: Involves 1/3 or less of a workday

Standing: Constantly – stands for periods of time.

Walking: Constantly – walking throughout the fairgrounds.

Sitting: Varies Between Occasionally and Frequently – at a desk, computer table or in a golf cart or vehicle.

Lifting: Frequently – including heavy objects.

Carrying: Constantly – this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Frequently – this activity can be considered to require the same physical demands as lifting.

Reaching in Front of the Body: Frequently – reaching in front of the body or overhead.

Climbing: Frequently – on stairways, ramps, or graduated surfaces.

Balancing: Frequently, on uneven surfaces.

Pushing/Pulling: Frequently – with or without utilizing equipment.

Fine Finger Dexterity: Frequently – uses fine-finger dexterity to write information onto documents and to type information into the computer.

Hand/Wrist Movement: Constantly – to complete most work tasks.