

Police Officer (Sub)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=216106>

Downloaded On: May. 9, 2024 9:04am

Posted Jul. 3, 2023, set to expire May 11, 2024

<b>Job Title</b>	Police Officer (Sub)
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Jul. 3, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Public Safety
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Police-Officer--Sub-_REQ11210">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Police-Officer--Sub-_REQ11210</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Police Officer (Sub)

**Job Category:**

NBU

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***Job Opening Date:***

July 01, 2023

***Job Closing Date:***

June 30, 2024

***Locations:***

Saddleback College

***Department:***

***Pay Grade, for more information click on this link:***

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

***Pay Type:***

Hourly

***Hours Per Week:***

0

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***Job Description:***

**SUMMARY DESCRIPTION**

Perform a variety of law enforcement and security related duties to ensure the safety of students, faculty, staff and visitors, and the security of college property and facilities.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief of Police or the Deputy Chief of Police.

**REPRESENTATIVE DUTIES**

Duties may include, but are not limited to, the following:

Perform law enforcement and crime prevention work, to include patrolling college properties in an effort to proactively preserve law and order and achieve positive public relations; respond to public safety emergencies, complaints, concerns or questions and administer proper procedures to ensure public safety; conduct criminal investigations; enforce parking regulations, control and direct traffic, to include respond to and conduct traffic accident investigations; inspect and maintain the security of college buildings and facilities.

Provide public assistance; participate in community service activities; use safe work practices and procedures, and provide customer service.

Prepare applicable crime and incident reports.

Perform a variety of technical and administrative tasks in support of the Department.

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Maintain and clean equipment.

Maintain visible patrols of College property and surrounding areas to deter criminal activity.

Identify and investigate such criminal activity, safety and fire hazards and other incidents/complaints.

Respond to life and property emergencies; responsible for immediate evaluation of the emergency and notification of emergency support personnel; perform self defense measures.

Initiate and may complete follow-up investigations of felonies, misdemeanors, motor vehicle incidents and College policy violations.

Prepare written reports, affidavits, warrants and memoranda for transmittal to Orange County Court, Department of Motor Vehicles, College departments and other law enforcement agencies.

Maintain law enforcement presence at College and District functions; provide escorts of negotiable assets for College departments.

Serve as presenter to College community in self-defense measures, personal safety awareness, and crime prevention.

Provide additional patrols via mountain bicycle for strategic areas of campus to include pedestrian routes. Operate police vehicle on/off campus.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those required 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.

### **Work Environment**

At least half of each week requires exposure to sensory extremes. Several times weekly, exposure to chance of injury or loss of life, which can be substantially controlled by use of significant safety precautions.

### **Physical Demands**

Sustained posture or intense attentiveness for prolonged periods. Light lifting (less than 30 lbs.), some

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walking, pushing, pulling, on a regular basis.

## ESSENTIAL FUNCTIONS OF PHYSICAL AND MENTAL PERFORMANCE

These are tasks which are considered minimum standards of physical and mental performance which are required in order to successfully hold the position for which they were codified. Within each category discussed, examples are provided of typical circumstances, tasks, or activities, but are not all-inclusive. These essential tasks are distinct from published “job dimensions” also considered essential for this position.

### Physical/Manipulative Abilities Relating to Major Life Activities

**Hearing:** The ability to hear normal speech and other audible events, even in combination with other environmental noise. This necessarily includes hearing voices transmitted by radio and telephone, as well as hearing and distinguishing sounds associated with criminal activity (i.e., gunshots, cries for help, glass breaking, alarm bells ringing, tires squealing, etc).

**Seeing:** The ability to read or see objects under ambient, limited, or artificial lighting and at a reasonable distance with sufficient clarity to permit their recording or accurate description (i.e., persons, vehicles, license numbers, addresses, street signs, items of property, written messages, printed material, etc.).

**Speaking:** The ability to speak clearly in English and to be understood by others under normal or highly stressful circumstances, either directly or through amplified, radio, or telephonic transmission.

**Moving, walking, sitting, touching:** The ability to alternatively move from one place to another, to change from seated to standing positions, to securely grasp objects as required:

Ability to operate a motor vehicle, including turning a steering wheel, operating acceleration and braking devices, opening and closing doors, operating seatbelts or other equipment including switches, radios, and the like while speaking, seeing, and/or hearing at the same time.

Ability to traverse irregular surfaces, including under varying climactic conditions, climbing steps, scaling walls and fences, using ladders, crawling through restricted spaces, and traversing graded

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surfaces, either at a normal or accelerated gate and when approaching, pursuing or retreating from persons, objects, or locations.

Ability to restrain violent or uncooperative persons, including the mobility and agility to apply appropriate restraining techniques against one or more persons under both passive and combative circumstances; to affix appropriate restraining devices upon others; to temporarily subdue others without resorting to excessive or unreasonable force.

Ability to hold and/or operate furnished implements or other equipment, including pens, pencils, typewriter or computer keyboard keys under varying lighting conditions and perhaps in concert with holding or operating other items of equipment (i.e., flashlights); an ability to hold, operate, and accurately control an approved firearm.

Ability to move and/or carry heavy objects, including lifting, carrying, or assisting other person's unable/unwilling to move themselves.

Ability to grasp and operate non-furnished devices, including door latches, light switches, or other mechanical devices encountered at locations where police services are required.

**Mental/Cognitive Abilities:**

Ability to recall detail, including the ability to accurately recreate witnessed events, conversations, or readings and to record those recreations in written and/or oral form.

Ability to interpret and apply oral or written material/instructions, including the ability to listen to or read abstract or directive instructional material and to apply that data correctly to practical circumstances.

Ability to remain alert and coherent, including the ability to take action or to decide between alternative courses of action under routine, highly stressful, or environmentally difficult conditions; an ability to remain alert at varying hours after scheduled rest or for extended periods of an emergency or unanticipated

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone. However, the ability to perform these tasks shall not be limited by the assistance of enhancing devices which are reasonably free from anticipated malfunction, loss, or destruction during normal or foreseeable circumstances. Performance of some of the tasks may, in individual situations, also be aided by the presence of items constituting reasonable accommodation of a disability (i.e., eyeglasses, contact lenses, etc.).

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## **QUALIFICATIONS**

### **Knowledge of:**

Principles, practices, methods and procedures of law enforcement and traffic control.

Pertinent Federal, State and local laws, codes, and regulations.

Appropriate responses for emergency situations.

Use and care of firearms. Basic first aid and CPR.

### **Ability to:**

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Administer procedures related to safety and security.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

## **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Two years of law enforcement or security experience.

**Training:**

Equivalent to an Associate of Arts degree with major training in law enforcement, security or a related field.

**LICENSE OR CERTIFICATE**

Possession of a current P.O.S.T. Basic Certificate (received after completing Field Training as a Police Officer for one year); possession of a valid California Driver's License, and a current and valid First Aid/CPR certificate.

**MEDICAL/PSYCHOLOGICAL TESTING AND BACKGROUND CHECK**

Must pass a medical and psychological test as required by Government Code Section 1031(F) and required to submit to a thorough background investigation pursuant to Government Code Section 1031 to comply with the standards established by the Commission for P.O.S.T.

Additional Information:

\$34.16/hr

Up to 25 hours per week

Schedule TBD

This position is a short-term, temporary, hourly, Non-Bargaining Unit (NBU) assignment, not to exceed 160 days per fiscal year (July 1-June 30). The assignment is on an as needed basis, and may be

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shortened or extended at any time, due to departmental needs, with little to no notice. This recruitment will remain open until filled or withdrawn. Once you have submitted an application electronically, the current status of your application will be available to view at any time upon signing in under your personal username and password. Please do not call the Human Resources Office regarding the status of your application.

Employment with the South Orange County Community College District is contingent upon successful completion of the Human Resources pre-employment ("onboarding") process. The Human Resources onboarding process may include, but is not limited to, successful completion of Live Scan fingerprinting (approx.. \$70), I-9 completion, background checks, reference checks, TB testing, as well as completion of the online onboarding process. Failure to successfully complete any portion of the onboarding process will invalidate any conditional job offer received. Falsification of, or omission on, any SOCCCD pre-employment information may result in withdrawal of any conditional job offer or termination of employment. **Short term, non-bargaining unit (NBU) positions may only be used on an intermittent/seasonal basis.** Ed. Code sect. 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

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**The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. Documentation according to USCIS I-9 guidelines (i.e. ID card and Social Security card) must be presented at the time of hire. Per IRS regulations, a Social Security card must be presented at the time of hire.**

**Inclusion, Diversity, and Equity:?**

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and

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safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.?

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

**Disability Accommodations:??**If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to? [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**NBU at-will employment:** After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the District. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

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**Worksite:**NBU employees are limited to working in a single position in one department/site

**Work schedules:** Department/Division managers, administrators, and/or supervisors shall determine the work schedule of NBU employees to include the number of days and hours worked per week and the start and stop times.

**160-day restriction:** NBU employees will not work more than 160 days (in any combination of NBU positions) no matter how many hours per day they work.

**Payroll reporting period:** The payroll reporting period is from the 15th of the first month to the 14th of the next month.? NBU employees are paid on the 10th of the following month. Ex: Pay Period 01/15/23 through 02/14/23 will be paid on March 10th.

**California Sick leave:** NBU employees are eligible for California Sick leave per AB1522.? Information regarding AB1522 is provided to all NBU new hires during the onboarding process.

**Retirement information:** NBU employees may not work more than 960 hours from July 1st-June 30th. NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees' Retirement System (CalPERS), through payroll deduction of about 7-9%. The District does not intend to employ NBU employees for more than 1,000 hours during any fiscal

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year.

**Sexual Harassment/Discrimination:** The District is committed to providing an environment that respects the dignity of individuals and groups; is free of sexual harassment, exploitation, intimidation, violence, and other unlawful discrimination, preferential treatment, and harassment, including that which is based on any legally protected characteristic.?

**Equal Employment Opportunity:** It is the intent of the Board to establish and maintain within the District and all of its programs and activities a policy of equal opportunity in employment for all persons, and to prohibit discrimination, preferential treatment, or harassment based on sex, age, gender identity, gender expression, race, color, ethnic group identification, national origin, ancestry, religion, mental or physical disability, medical condition, genetic information, pregnancy, marital status or sexual orientation or because an individual is perceived as having one or more of the above characteristics.

**Confidentiality:** Confidentiality of student and staff information is protected under federal law. Any information regarding students or staff that might be accessed in the course of a work assignment through a computer, student file, or other documentation, is to be used strictly to perform my job duties and may only be shared with those who are authorized to have such information.

**Mandated reporter:** Child Abuse and Neglect Reporting: The South Orange County Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. **Elder and Dependent Adult Abuse Reporting:** It is the policy of the South Orange County Community College District to treat reports of violence against elderly persons or dependent adults as high priority criminal

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activity that is to be fully investigated regardless of the relationship between the victim and the suspect(s).

**Campus Crime and Safety Awareness:** Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu).? Paper copies are available in Human Resources upon request.

**Drug-Free Environment:**? The District shall be free from all unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action, consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

**Smoke Free District:** It is the intent of the South Orange County Community College District to maintain an educational and workplace environment that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is policy of the South Orange County Community College District to maintain a smoke free environment for all district sites.

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**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**DISABILITY ACCOMMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**CAMPUS CRIME AND SAFETY AWARENESS:**

Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in the District Human Resources (DHR) office upon request.

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**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS.

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:**

***The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.***

***Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.***

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**SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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