

**Police Officer I/II**  
**Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=237384>

Downloaded On: Apr. 2, 2025 10:26pm

Posted Jun. 11, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Police Officer I/II
<b>Department</b>	Safety
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Jun. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Public Safety
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5319619">https://apptrkr.com/5319619</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Police Officer I/II**

HR EMPLOYMENT/CAREERS

**Initial Closing Date: 06/11/24\* This recruitment is now open until filled\***

**\*For full-consideration, all application packets must be received by 11:59 pm on the closing/review date. The position becomes open until filled after the closing date/review date, and will only be reviewed by the hiring committee at their request.**

**Police Officer I**



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**Salary Grade:** C6-60

**Starting Salary:** \$7,869.27 (per month) plus excellent benefits

**Full Salary Range:** \$7,869.27 - \$10,529.82 (per month)

**Police Officer II**

**Salary Grade:** C6-62

**Starting Salary:** \$8,248.20 (per month) plus excellent benefits

**Full Salary Range:** \$8,248.20 - \$11,065.62 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified position above. We have five(5) openings.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

All interviewing costs incurred by applicant are the responsibility of the applicant.

**ABOUT THE DISTRICT**

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

**FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT MISSION STATEMENT:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by

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an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide police protection to the students, personnel, equipment and property of the District using community based policing techniques. The officer shall be familiar with members of the community and use collaborative problem solving techniques in their service to the community. Patrol an assigned area on foot, in a vehicle, motorcycle or bicycle to investigate and prevent crime and enforce law and order; prepare and file accident and criminal reports and related police records.

**DISTINGUISHING CHARACTERISTICS:**

- **Police Officer I** - Police Officer I is the first level for certified peace officers. Incumbents are fully competent to perform all of the duties of the position and are eligible to obtain a Basic P.O.S.T. Certificate in accordance with P.O.S.T Regulations.
- **Police Officer II** - Police Officer II is the second level for certified peace officers. Incumbents are fully competent to perform all of the duties of the position and possess an Advanced P.O.S.T. Certificate.
- **Specialty Assignments** - Incumbents at a Police Officer I or Police Officer II level may also be assigned to the following specialty areas: Motorcycle Unit, Bicycle Unit, Crime Scene Investigations, or Field Training Officer. Assignments are made at the discretion of the Director, District Safety and Security (Chief of Police). The required P.O.S.T. Certified training for the related assignment must be completed before assignment commences.

**REPRESENTATIVE DUTIES:**

1. Patrol an assigned area of District properties and facilities on foot, in a vehicle, motorcycle or on bicycle on an assigned shift; provide police protection to the students, personnel, equipment and property of the District.
2. Prevent entry and detain unauthorized persons on grounds or in buildings. Investigate situations and disturbances as needed; pursue and apprehend individuals discovered committing crimes or

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suspected to have committed crimes against District personnel, students, equipment or property; perform arrests and transport suspects to appropriate local law enforcement agencies; assure compliance with established laws, rules and procedures.

3. Respond to suspicious activity, emergency situations, property damage and unlawful activity on District property; respond to calls involving thefts, disturbances, vandalism and malicious mischief; provide first aid as needed.
4. Prepare investigative, crime, follow-up and incident reports relating to observed violations; perform computerized investigation of car registration and various records.
5. Provide security at college functions; open and close colleges for meetings.
6. Issue citations and control parking and safe movement of vehicles in parking areas as needed.
7. Inspect and monitor the security of doors, windows and gates.
8. Detect and report fire and safety hazards; respond to fire and burglar alarms; summon fire department personnel as needed.
9. Interview victims, suspects and witnesses; gather and preserve evidence; testify in court and present evidence as needed.
10. Perform other functions including dispatching, fingerprinting, traffic control, class lectures, line-ups, public relations and other functions as directed.
11. Operate a variety of police equipment including patrol car, two-way radio, firearms and various tools including, batons, handcuffs and others; operate a computer and other office equipment as assigned.
12. Train new Police Department staff for the purpose of ensuring compliance to applicable District policies, laws, procedures, Federal, State and local laws.
13. Provide work direction to assigned staff.
14. Promote good community relations; conduct public relations activities including presentations to community and student groups, staff and others; work in cooperation with other public agencies as needed.
15. Provide police protection for all persons and property.
16. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

1. Methods and practices of effective law enforcement and investigation using a Community Policing model.
2. Applicable sections of the State Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code and others as assigned.

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3. Federal, State and local laws, rules and regulations related to assigned activities including evidence, search and seizure, arrests and others.
4. Crowd and traffic control techniques.
5. Use and maintenance of a firearm and proper operation of specialized equipment.
6. Vehicle operations and safe driving practices; motorcycle operations and bicycle/cycling practices as required.
7. Multi-frequency/multi-jurisdiction radio operation.  
Advanced record-keeping techniques related to police work.
8. Interpersonal skills using tact, patience, courtesy and employing an equity lens when appropriate.
9. Technical aspects of field of specialty.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Preserve and protect District property, personnel, students and the public.
3. Conduct investigations, make arrests and file criminal complaints and reports.
4. Observe activities accurately and remember names, faces, numbers, incidents and places.
5. Utilize and maintain firearms, baton and other equipment in a safe and proper manner.
6. Analyze situations accurately and adopt an effective course of action.
7. Patrol effectively, detecting and preventing problems and criminal activity.
8. Establish and maintain cooperative and effective working relationships with others.
9. Meet standards of physical endurance and agility established by the District.
10. Prepare accurate written reports.
11. Render first aid in emergency situations.
12. Communicate effectively both orally and in writing.
13. Comply with uniform regulations, laws, procedures and other regulations.
14. Observe legal and defensive driving practices.
15. Work independently with little direction.

**Minimum Qualifications**

**For Police Officer I:**

1. Completion of appropriate California P.O.S.T. requirements including graduation from a California

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- P.O.S.T. academy within the preceding 36 months and minimum medical standards as set by P.O.S.T., or possession of a current California P.O.S.T. Basic certificate.
2. In addition to the P.O.S.T. requirements, any combination equivalent to: 20 semester units of college course work.
  3. Have a U.S. high school diploma, GED certificate, or high school proficiency examination.
  4. Valid California driver's license, First Aid and CPR certificates.
  5. Minimum age 21 years.
  6. Excellent moral character.

**For Police Officer II (Advanced Certificate Award Requirements):**

1. Satisfy the requirements specified in Regulation 1011(a)(4).
2. Possess or be eligible to possess the Advanced Certificate.
3. Satisfy one of the following eligibility combinations:

Degree or Education Points\*  
Law Enforcement

Experience

Training Points Master Degree and 4 years plus 0 Bachelor Degree and 6 years plus 0 Associate Degree and 9 years plus 0 45 Education Points and 9 years plus 4 530 Education Points and 12 years plus 30

\*Excess education points may be applied towards training points on a point-for-point basis

**WORKING CONDITIONS:**

**Environment:**

1. Indoor and outdoor work environment.
2. Substantial driving, walking, standing for extended periods of time; cycling as required.
3. Adverse weather conditions.

**Physical Abilities:**

Must meet all minimum standards as set by P.O.S.T. including, but not limited to:

1. Height and weight proportional.
2. 20/100 vision without eyeglasses, correctable to 20/20. Normal color vision.

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3. Normal hearing, speaking.
4. Dexterity adequate to carry out duties as required.
5. Running, walking or cycling over rough or uneven surfaces.
6. Bending at the waist, kneeling or crouching.
7. Restraining/Subduing individuals.
8. Sitting or standing for long periods of time.
9. Lifting 50 pounds or more.

**HAZARDS:**

1. Contact with abusive or combative individuals.
2. Possible fights and confrontations.
3. First responder to emergency scenes.

**ADDITIONAL TESTING MAY INCLUDE:**

1. Physical Agility Test.
2. Oral Board Interview.
3. In-depth Interview with Chief of Police.
4. Medical Examination.
5. Background Investigation.
6. Written Test and/or assessment test.
7. Psychological evaluation.
8. Polygraph evaluation.

To see our Foothill-De Anza Team in action: <https://youtu.be/zESsGibMCKE>

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.

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3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

**Shift:**Day, swing, weekend.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Police Officers Association (POA) Union. The current union agreement can be found online at: [http://hr.fhda.edu/\\_downloads/2017-2019%20POA%20Agreement\\_FINAL.pdf](http://hr.fhda.edu/_downloads/2017-2019%20POA%20Agreement_FINAL.pdf).

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

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12345 El Monte Road  
Los Altos Hills, California 94022  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1696?c=fhda>

### Contact Information

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

### Contact

Safety

Foothill-De Anza Community College District

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