

**Police Officer**  
**State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=241937>

Downloaded On: Dec. 21, 2024 6:33am

Posted Jul. 24, 2024, set to expire Jul. 23, 2025

<b>Job Title</b>	Police Officer
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Jul. 24, 2024
<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>Apply Online Here</b>	<a href="https://apptrkr.com/5459636">https://apptrkr.com/5459636</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Police Officer**

**Salary:** \$81,583.00 - \$99,193.00 Annually

**Location:** SCCCD District Office - Fresno, CA

**Job Type:** Permanent

**Division:** DO Operations

**Job Number:** 2024CONTPOF

**Closing:** Continuous

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### **General Purpose**

Applicants must have a demonstrated commitment to policing with a guardian versus warrior mindset; must adhere to community policing principles and evidence-based policing principles; and must demonstrate a commitment to diversity, equity, and inclusion principles.

Under general supervision, monitors and patrols District facilities, property, and surrounding areas for the purposes of performing law enforcement, emergency response, and crime prevention functions to provide a safe environment for students, staff and the public.

### **Essential Duties & Responsibilities**

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

- Performs armed patrol of District properties and adjoining premises on foot, bicycle, and other department vehicles to maintain security and order, enforce criminal laws, traffic and parking regulations, and District and campus rules and policies while utilizing sound judgment under adverse and stressful conditions.
- Responds to and investigates calls for police service regarding criminal, non-criminal, or emergency related activities such as crimes against persons and property, accidents, and health concerns to make observations and determine actions to be taken.
- Provides a safe environment for Board of Trustee and Personnel Commission meetings, athletic events, and other special district events or activities.
- Apprehends and initiates arrests of suspects, conducts searches, and advises suspects of their constitutional rights.
- Issues warnings or citations for law violators, checks for warrants and other legal holds, performs security checks on suspicious persons or vehicles, and requests outside assistance as appropriate.
- Conducts case or incident investigations and related follow-up activities, controls crimes scenes, gathers, photographs, and preserves and collects evidence in accordance with laws and regulations.
- Locates, interviews, interrogates, and records statements from witnesses, suspects, and victims.
- Identifies relevant facts and prepares investigative reports on incidents and cases for follow-up and filing with appropriate law enforcement officials.
- Investigates and documents incidents and responds to requests for general assistance from staff, students, and the public such as directions, unlocking or jumpstarting vehicles, car accidents, building alarms, and dead animals found on district property.
- Responds to faculty, staff, student, and public complaints of potentially hostile situations and

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intervenes and mediates during disturbances and disputes.

- Conducts campus security inspections and identifies, investigates, documents, and follows-up on unusual conditions, potential hazards, and security risks on District property and surrounding areas including emergency phone, alarm, and lighting operations.
- Properly detains, guards, transports, and assists in the booking process for prisoners as needed.
- Authors warrants and serves subpoenas and warrants, as necessary.
- Provides crowd management and control and may direct pedestrian or vehicular traffic as needed.
- Collect and secure monies for on-site parking lots, remove coin or currency boxes, and deliver to responsible business office representative.
- Checks parking meters, parking permit dispenser machines, and traffic control devices for operation, removes, replaces, or repairs malfunctioning equipment and records any service issues.
- Signs off on citations and Vehicle Identification Number (VIN) verification as necessary.
- Responds to fires identified or reported such as building fires, vehicle fires, dumpster fires, and grass fires and requests assistance as needed.
- Cooperates with local law enforcement in the suppression and control of disruptive or illegal activities directed against students, staff, or District property and responds to requests for assistance from outside agencies for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
- Restrains and subdues individuals by means of baton techniques, locks, grips, holds, or restraining devices as necessary.
- Prepares and maintains written records, notes, logs, correspondence, legal documentation, and other reports as related to police activity.
- Attends various district and college committee meetings, as designated by management, to represent the police department.
- Participates and testifies in court hearings and trials as necessary.
- Transports and deposits district funds when needed.
- Administers physical roadside sobriety and "intoxilizer" tests when necessary, controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
- Safely and appropriately maintains, calibrates, inspects, and utilizes police weapons and equipment such as firearms, conducted electrical weapons (Tasers), batons, non-lethal weapons, alcohol screening devices, bicycles, and police vehicles.
- Responds to emergency medical needs and performs First Aid and CPR/AED as necessary.
- Performs crime prevention activities to include surveillance patrols and participating in community outreach programs that may include speaking and presenting to citizen and school groups, and other public service efforts.
- Participates in continuous Peace Officers Standards and Training (POST) required training to

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comply and enhance law enforcement skills.

- May provide training and education to new officers, staff, faculty and public including field training with daily observation reports, firearms and tactical weapons instruction, first aid and CPR training, campus safety, active shooter preparedness, and other safety training as mandated by the Clery Act.
- Maintains cooperative working relationships with college and district staff, outside organizations, the community, and other law enforcement agencies.
- Explains, interprets, applies, and remains current on local, state, and federal laws, district policies, procedures and answers questions from students, staff and the public.
- Works in partnership with the District Attorney's Office to obtain and file criminal complaints on arrested subjects.
- Processes LiveScan and background checks.
- Processes sex registrants and maintains registrant picture, record, and other information as required by Penal Code 290.
- Performs other duties as assigned.

### ***Auxiliary Job Functions***

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

### **Employment Standards / Minimum Qualifications**

#### ***Education & Experience***

High School diploma or GED, and graduation from a POST Police Academy

#### ***Temporary and Part-time Officers***

Any combination equivalent to: High School diploma or GED, and one (1) year of experience in public law enforcement or school district security involving patrol, police, investigative, personnel protection, and property protection duties.

#### ***Licenses & Certificates***

Valid Driver's License

Valid POST Academy Completion Certificate or POST approved re-qualifying certificate.

Valid Basic First Aid and CPR/AED certification.

Complete a POST Campus Law Enforcement Course within one year of the date of hire.

#### ***Special Conditions***

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Applicants must pass a POST approved background investigation, a medical examination and psychological examination. Police Officers will receive POST Basic Certificate after the first year of hire and has worked 12 calendar months.

***Knowledge of:***

- Current local, state, and federal laws, rules and regulations pertaining to the safety and protection of people, property and grounds associated with the district, and its surrounding areas.
- Public Safety Officer's Procedural Bill of Rights Act.
- Procedures and methods for patrol, arrest, search, seizure, evidence, preliminary crime scene investigation, and protection.
- Current safety issues and special problems that affect educational institutions.
- Crowd management and control procedures, and special event patrol techniques.
- The identification, collection, and storage of hazardous, dangerous and illegal drugs, substances and other items.
- Crime trends, patterns and appropriate tracking and response.
- Federally mandated programs and reporting requirements for college campuses.
- Geography of local area and appropriate mapping tools.
- Principles of human behavior and behavior modification strategies and techniques for the purpose of identifying at risk people.
- Emergency communication techniques including equipment and its use.
- Security, surveillance, and communication systems and codes.
- Basic First Aid and CPR/AED.
- Use and care of firearms, offensive and defensive weapons and safety measures and self-defense tactics.
- Rangemaster policies and procedures, inventory of property and evidence management, as needed.
- Record keeping and report preparations techniques to ensure department compliance.
- Proper English, spelling, grammar, and punctuation to compose items such as reports and correspondence.
- Basic math including addition, subtraction, multiplication, and division.
- Community policing principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.

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***Skill to:***

- Conduct investigations, make arrests, file criminal complaints, patrol effectively, lift fingerprints, detect and prevent criminal activity.
- Conduct research, analyze data and prepare reports for items such as investigations, complaints, and arrests.
- Use sound judgment and make appropriate decisions in stressful situations and analyze and adapt to new situations quickly.
- Plan and organize work to meet established timelines and department schedules.
- Operate and maintain department issued weapons and qualify periodically as mandated by POST.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
- Utilize law enforcement computer systems, mobile devices and maintain and calibrate specialized equipment.
- Utilize word processing, spreadsheets, email, online calendaring, presentation software, industry specific programs, and data entry/retrieval from database programs.
- Perform mathematical calculations.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Accurately type at a sufficient speed to maintain workflow.

***Ability to:***

- Promote good community relations and build community confidence in the campus police department.
- Think clearly and logically, exercise sound judgment, and make quick and appropriate decisions in emergency situations.
- Recognize signs of danger to people, property and grounds associated with the district, and its surrounding areas.
- Exercise physical force when necessary in restraining and assisting in the arrest of suspicious persons or suspects.
- Interview and advise suspects, witnesses, victims, reporting parties, and staff.
- Recall names, faces, and details of occurrences.

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- Qualify to use department issued equipment such as firearms, conducted electrical weapons (Tasers) and patrol bicycles.
- Effectively communicate with individuals for whom English is not a primary language.
- Employ proper English usage, spelling, grammar, and punctuation.
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Meet and maintain POST and department required peace officer employment standards.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret, apply, and enforce federal and state laws and regulations, such as Penal Code, Business and Professions Code, Health and Safety Code, Alcohol Beverage Control regulations, Education Code, college and district policies and procedures as they pertain to law enforcement.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Train and evaluate the progress and performance of others during field training activities.
- Appropriately interact with students, staff, faculty, and public.
- Use current common software applications in order to accurately enter and retrieve data.
- Assist in the assigning, monitoring, and/or reviewing the work of others.
- Administer Basic First aid and CPR/AED.
- Be honest and tactful in both pleasant and unpleasant situations.

Stay calm at all times including stressful, emergency situations and crime scenes

### **Assessment Process**

### **APPLICATION SUBMISSION**

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) and your POST Academy Certificate or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

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ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

### **APPLICATION REVIEW AND ASSESSMENTS**

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include an online competency assessment (50%) and an oral interview assessment (50%). Passing score is 75% out of 100% on each assessment section. Candidates who are unsuccessful in an assessment will be eligible to retest after 90 calendar days. **TESTING WILL BE SCHEDULED ON AN AS NEEDED BASIS.** The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

### **ELIGIBILITY LIST**

Those applicants who pass the assessment will be placed on a district-wide continuous eligibility list with ranks banded within range 1-3. The district-wide continuous eligibility list will be used to fill current vacancies in this classification for at least six months.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

### **ACCOMMODATIONS**

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later



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than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

**SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4565408/police-officer>

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### **Contact Information**

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

#### **Contact**

N/A

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