

**POLICE OFFICER-ACADEMY GRADUATE**  
**San Jose/Evergreen Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=242418>

Downloaded On: Aug. 10, 2024 11:23am

Posted Jul. 31, 2024, set to expire Aug. 11, 2024

<b>Job Title</b>	POLICE OFFICER-ACADEMY GRADUATE
<b>Department</b>	Safety
<b>Institution</b>	San Jose/Evergreen Community College District San Jose, California
<b>Date Posted</b>	Jul. 31, 2024
<b>Application Deadline</b>	08/11/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Public Safety
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**Job Description**

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**POLICE OFFICER-ACADEMY GRADUATE**

**San Jose/Evergreen Community College District**

**Close/First Review Date:**08/11/2024

**Work Location:** District-wide

**Position Description:**

**POSITION SUMMARY**

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The Police Officer-Academy Graduate reports to the Chief of Police in the District Police Department, to be assigned District-wide. This position is 12 months per year position; 40 hours per week. Work hours and schedule will vary as needed.

This position is represented by the California School Employees Association (CSEA), Chapter 363.

### **POSITION PURPOSE**

Under the direction of Police Chief or assigned administrator, the Police Officer-Academy Graduate performs law enforcement, security, traffic control, and public information duties that provide a safe environment for students, staff, and the general public while on District property. Incumbents protect District property by carrying out pro-active programs and traditional law enforcement procedures, and enforce California Vehicle Code, State Penal Code, Education code and District regulations.

### **DUTIES AND RESPONSIBILITIES**

1. Patrol designated areas of the Community College District to preserve law and order. Discover and prevent the commission of crimes and enforces laws, regulations, and ordinances. Ensure safety of students, staff, the general public, and District facilities.
2. Protect District property and facilities by making inspections on foot and in a patrol vehicle. Check buildings for physical safety and security. Inspect and monitor the security of doors, windows and gates. Address any unusual or suspicious activity.
3. Prevent entry and report presence of unauthorized persons on grounds or in buildings. Investigate situations and disturbances as needed. Apprehend suspects; make arrests, issue citations, and contact local law enforcement agencies to transport suspects. Prepare investigative, crime, follow-up and incident reports relating to observed violations.
4. Respond to complaints and hazardous situations. Conduct investigations of reported injuries and accidents. Respond to incidents putting students, staff, and the general public at risk or harm. Interview victims, complaints and witnesses. Interrogate suspects. Make arrests as necessary. Testify and present evidence in court.
5. Participate in and may conduct a variety of criminal investigations involving crimes against persons and property, auto theft, and narcotics. Gather evidence and may prepare cases for prosecution.
6. Provide security at District functions as required. Open and close buildings and rooms for meetings.

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Direct traffic and control parking and safe movement of vehicles in parking areas.

7. Detect and report fire hazards. Extinguish small blazes and report fires to the local Fire Department using established emergency communications protocols. Respond to fire and burglar alarms. Summon police and fire department personnel as needed. Direct traffic at fire, special events and other emergency or congested situations.

8. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

9. Assure proper functioning of equipment. Notify designated personnel regarding impaired equipment and malfunctions.

10. Enhance day-to-day public relations by providing information and assistance to students, staff, and the public in a way that establishes and maintain rapport with the college community.

11. Answer questions from students, staff and the public concerning local and State laws, procedures and activities of the department. Provide information and responds to questions from students, staff, and the public.

12. Perform other duties related to the job classification.

**Knowledge, Skills and Abilities:**

**Knowledge of:**

1. Methods, practices, and procedures of effective law enforcement including those used in patrol, crime prevention, traffic control, investigation, and identification.

2. Pertinent federal, state, local, and District laws and ordinances including applicable sections of the California Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code, business and professional code, and laws related to the area of responsibility .

3. A thorough procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.

4. Understanding of and skills at applying basic interviewing and interrogation techniques.

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5. Use and maintenance of firearms, vehicle operations and safe driving practices, standard broadcasting procedures using a police radio system, and crowd, vehicle and pedestrian control.
6. Sufficient math skills to record distances, numbers, and times.
7. Sufficient writing skill to prepare professional reports.
8. Sufficient human relations skills to resolve confrontation, affect behavior of others, and convey a positive image of the organization.

**Ability to:**

1. Perform all of the duties of the position effectively and efficiently with minimal supervision.
2. Utilize all of the tools and equipment of the position in a safe and responsible manner.
3. Analyze situations quickly and objectively and determine and take effective action.
4. Use appropriate defense measures to protect self or others in adverse situations.
5. Meet standards of physical stature, endurance and agility established by the District.
6. Maintain two-way radio communication with local police authorities, District central dispatch, and administrators.
7. Administer first aid in emergency situations.
8. Communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public.

**Required Qualifications:**

**EDUCATION AND EXPERIENCE**

1. A U.S. high school diploma, GED certificate, or high school equivalency certificate, or a two-year, four-year, or advanced degree from an accredited or approved college/university (per California

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Government Code 1031(e)),

**AND**

2. Completion of at least an 884-hour California P.O.S.T. Certified Basic Law Enforcement Academy within the past three (3) years.
3. Must be able to pass required background check for police department personnel.

**License and Certificate:**

1. A valid California Drivers License.
2. Current First Aid and CPR cards within a reasonable time after employment.

**Desired Qualifications:**

1. Bilingual abilities, desirable.

**Districts Diversity Requirements**

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.



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**Salary Range:**

\$78,627 - \$95,961 Annual Salary (Range 94: Classified Salary Schedule Fiscal Year 2024-2025).

Starting placement is generally at Step 1.

**Benefits:**

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

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**To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>**

**About San Jose/Evergreen Community College District**

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

**Contact Information**

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

**Contact**

Safety

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