

**Police Officer**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=234780>

Downloaded On: May. 16, 2024 3:05pm

Posted Apr. 16, 2024, set to expire Jan. 28, 2025

<b>Job Title</b>	Police Officer
<b>Department</b>	Police Department
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Apr. 16, 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>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Advanced-Technology-and-Education-Park/Police-Officer_REQ12034">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Advanced-Technology-and-Education-Park/Police-Officer_REQ12034</a>

**Apply By Email**

**Job Description**

**Title:**Police Officer

**Job Category:**POA

**Job Opening Date:**April 16, 2024

**Job Closing Date:**April 24, 2024

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**Location:**Advanced Technology and Education Park

**Work Location:**Tustin, CA

**Department:**Police Department

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

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

**Pay Rate Type:**Monthly

**Work Days:**Monday - Friday

**Work Hours:**3:00 pm - 11:00 pm

**Hours Per Week:**40

**Percentage of Employment:**100%

**Months of Employment:**12

**Salary:**Starting Salary \$6,408 - 7,067 per month plus 5% shift differential (if applicable)

**Required Documents:**

Required: Resume and Minimum of a Basic POST Certificate

**Job Description:**

Application materials must be received by 11:59 pm on 04/23/2024.

**Required Documents: Must attach Basic POST Certificate and Resume to be considered for the position.**

Possession of a current P.O.S.T. Basic Certificate (received after completing Field Training as a Police

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Officer for one year) is "REQUIRED." Please attach/upload a current P.O.S.T. Basic Certificate.

**NOTICE:** Employment in this position is contingent upon funding by 55% Parking Fee Services.

**Police Officer Association Salary Schedule Range II. Starting Salary at \$6,048 to \$7,067 per month.**

### **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.
- 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.

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- 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 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-

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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 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.

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- 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.).

**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.

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- 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:

### **Experience:**

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.

## **SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format.

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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.

**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

**DISABILITY ACCOMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources 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).



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**ATTENDANCE REQUIREMENT:**

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**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 office upon request.

**EEO/AA Policy**

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):**

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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