



# Pasadena Area Community College District Employment Opportunity

## **POLICE OFFICER**

Police and Safety Services

100%-12 Months

#004

Recruiting for 3 positions

**Open until filled.**

Monthly Salary Range: \$5,160.27 - \$6,593.81

Work Schedule: Rotating shift

**NOTE:** Incumbents in this class are sworn community police officers per penal code 830.32a and Education Code 72330 and must meet selection standards pursuant to the commission of peace officer standards and training.

### **BASIC FUNCTION:**

Under general supervision, as a Community College Police Officer (Penal Code 830.32A and Education Code 72330), the Police Officer on an assigned shift, performs patrol duties on foot or by vehicle to protect the main and satellite campus and visiting personnel, property and facilities against accidents, bodily harm, fire, theft, vandalism and illegal entry; enforces all District policies, city or county codes and state and federal laws and traffic regulations; apprehends violators; provides general information and assistance to the public; and may conduct investigations.

### **REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):**

- Patrol the campus on foot for six or more hours in all types of weather over uneven surfaces in various types of light including darkness.
- Patrol in vehicles following all rules and laws of the road and have the ability to leave the vehicle quickly in an emergency and have the ability to speak on a two-way radio, operate emergency equipment, operate a spotlight, and patrol in all lighting conditions.
- Run to emergency calls or chase fleeing suspects, jumping over curbs, brush, or six-foot walls or upstairs.
- Participate in crime prevention activities by detecting sounds associated with criminal behavior-breaking glass, distress calls; observe vehicles or persons and record description of color, size, direction of travel, or other details.
- Apprehend violators by overcoming resistance using physical force necessary to effect an arrest including handcuffing violent persons, issuing citations, and completing written reports.
- Provide security for large gatherings, assemblies, or athletic events by standing for long periods of time in one location in adverse weather conditions, listening for suspicious sounds, walking up stadium or auditorium stairs, and observing details of persons or events in the day and night time.
- Conduct investigations related to assigned cases; investigate, detect, or observe irregularities using the five senses in situations such as water leaks, gas leaks, crimes against the person, crimes against property which occur during the assigned shift; take necessary action within the limits of prescribed policies and procedures to correct the situation such as shutting off utilities, recording incidents, interviewing persons, or contacting the appropriate authorities by telephone or radio for guidance and assistance.
- Perform other services which enhance the safety and security of the campus such as arranging for the towing of vehicles, pushing vehicles out of traffic, opening doors, assisting with vehicle problems, and directing traffic by standing for long periods of time in adverse weather conditions on uneven surfaces.
- Participate in emergency preparedness programs, safety and health programs, and parking programs.
- React to emergency situations by dragging injured persons to safety, lifting injured persons onto stretchers or into wheel chairs, moving heavy objects from escape routes, performing CPR and First Aid.
- Act as watch commander during assigned watches.
- At the request of a supervisor, perform a variety of unscheduled duties normally and traditionally performed by a Police Officer.

**OTHER DUTIES:**

- Performs other duties as assigned.

**KNOWLEDGE OF:**

- California Penal Code statutes.
- California Vehicle Code Statutes.
- Fundamentals of police report writing.
- Law Enforcement Code of Ethics.

**ABILITY TO:**

- Learn, understand, and interpret laws, campus policies and departmental regulations and campus police literature together with an aptitude for campus law enforcement work.
- Analyze situations and adopt quick, effective, and reasonable course of action.
- Write clear and accurate reports.
- Remember names, faces, and details of incidents.
- Establish and maintain positive and effective working relationships.
- Assume responsibility and exercise sound judgment.
- Function without constant, direct supervision.
- Handle heavy public contact.
- Review situations accurately and determine appropriate action according to established guidelines.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

**EDUCATION AND EXPERIENCE:**

- Graduation from high school or possession of a GED.
- Graduation from a POST approved regular basic academy course within three years from date of application OR a valid POST Basic Certificate and completion a recertification course within the past three years.

**OTHER REQUIREMENTS:**

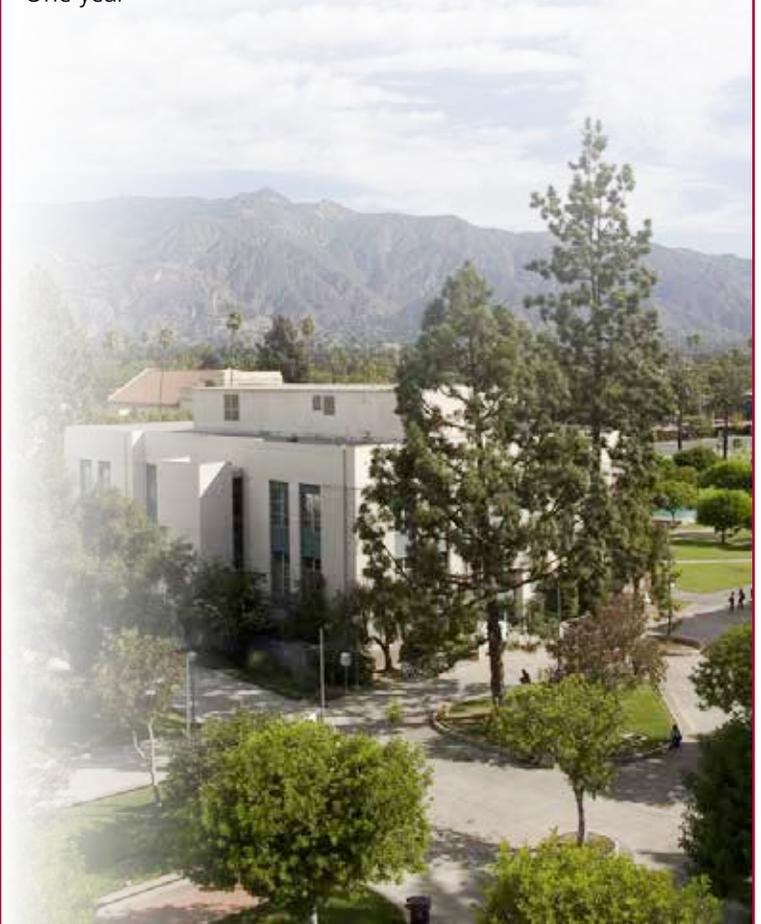
- Successful completion of physical agility test (laterals are excluded), preliminary pre-employment background interview and investigation, employment interview, psychological screening, and medical examination are required for candidate(s) selected by the above.
- Must possess a valid California driver's license.

**PHYSICAL DEMANDS:**

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents on a bicycle and at the College Police Station. When working outdoors, may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping; run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night; may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, dexterity, and use of both hands and legs appropriate to the duties to be performed. May administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more. May be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell, and dexterity levels appropriate to the duties to be performed with the ability to work irregular hours and schedules. A preemployment physical examination is required. Cost of physical will be paid by Pasadena City College.

**PROBATIONARY PERIOD:**

One year



## **SALARY AND BENEFITS:**

Salary and other terms of employment are competitive. Placement is at Range 53 on the District Peace Officers Association & Parking & Security Officers Salary Schedule which is available online at [www.pasadena.edu](http://www.pasadena.edu).

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee. Sixteen (16) paid holidays per fiscal year.

## **CONDITIONS OF EMPLOYMENT:**

- Successful completion of background and fingerprint clearance and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.

## **APPLICATION PROCEDURES:**

### **STEP 1:**

Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC's Applicant Tracking System (ATS) at [www.pasadena.edu/hr](http://www.pasadena.edu/hr). Applications completed and received will receive full consideration.

Please keep in mind the following:

- If you do not follow the process or your application/resume is incomplete, your information will not be processed.
- The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
- While the acceptance of the application packet is done through PCC's Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
- Positions are full-time (100%) and "open until filled," unless otherwise stated.
- The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4–5 weeks following the closing date as to the status of their application.

### **STEP 2:**

After the application package is submitted to Human Resources, each applicant will be contacted by Police and Safety Services at (626) 585-7484 to schedule a Physical Agility Test which includes an obstacle course, body drag, chain link fence climb, solid fence climb and a 500 yard run.

### **STEP 3:**

If the applicant successfully passes the Physical Agility Test, the Police and Safety Services department will provide the applicant with a Personal History Statement and Pre-Background Investigative Questionnaire. Once received, the applicant will be advised of their status to determine the applicant's qualifications.

### **STEP 4:**

The applicant will then be called for an interview with their assigned background investigator. During this step, the applicant will also be fingerprinted and asked to sign a Release and Waiver form.

### **STEP 5:**

The investigation will include verification of current and former employment, police, financial, education and military records as well as interviews with family members, neighbors, supervisors, co-workers and friends.

### **STEP 6:**

Those who pass their background screening will be invited to an interview, which will be conducted by members of the college community. The panel will evaluate candidates to assess their interpersonal skills, oral communication skills and qualifications for a Police Officer. If successful, the candidate may be given a conditional job offer.

### **STEP 7:**

Successful candidates are required to have a medical evaluation. The medical evaluation is thorough and it is essential that the candidate be in excellent health with no conditions which would restrict their ability to safely perform law enforcement duties.

### **STEP 8:**

Successful candidates are required to have a psychological evaluation. The psychological evaluation consists of an individual written questionnaire and oral interview by a psychologist on factors related to successful performance in the difficult and stressful job as a Police Officer.

### **STEP 9:**

The successful candidate selected for hire would be board reported and if approved by the board would be hired.

## SUPPORTING DOCUMENTS:

For full consideration, applications MUST include all items in the order listed below. An incomplete application packet will not be accepted.

Applications MUST include all items listed below:

1. Official District application form
2. Cover letter
3. Resume
4. Personal History Statement form (this form can be found at [www.post.ca.gov](http://www.post.ca.gov) under forms)
5. Other information considered pertinent to the application (optional)

Note: It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only become property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

**The date to conduct initial interviews is TBD.**

## ABOUT THE DISTRICT:

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for 90 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 72 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. Eighty percent of our students receive the Board of Governor's Fee Waiver which is based upon the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of School and Colleges. For more information, go to [www.pasadena.edu](http://www.pasadena.edu).

## MISSION:

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

## ADDITIONAL INFORMATION:

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from

every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District **will not** sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

**It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.**

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Equal Opportunity, Title IX, Section 504 Employer**

