

**Salary**

\$62,928.00 - \$80,316.00 Annually

**Location**

Santa Maria

**Job Type**

Classified Staff

**Job Number**

202200381

**Department**

Campus Police

**Opening Date**

02/19/2025

**Closing Date**

3/30/2025 11:59 PM Pacific

**Position Summary****DEFINITION**

Under supervision of and reports directly to the college district police sergeant, and the chief of police the college district police officer performs law enforcement and crime prevention work; controls traffic flow and enforces state and local traffic regulations; and performs other work as required. Police officers must work independently as well as collaboratively, carrying out instructions and self-initiating activity in a manner consistent with law, regulations, department policies, college policies, and standard procedures. The department operates using the Community Oriented Policing philosophy; values and promotes the mission and vision of the college.

**CLASS CHARACTERISTICS**

This is a classified position, under minimal supervision, performs routine patrol duties on or about college district properties and for extended campus sites. The incumbent will perform crime prevention, crime suppression, community outreach, and problem-solving activities under the umbrella of a community-oriented policing philosophy. Incumbents conduct crime and collision investigations, prepare miscellaneous public safety reports, conduct facility safety inspections, and administer emergency/disaster response and first aid. The incumbent will act as a liaison with local police agencies.

**Essential Functions and Qualifications**

1. Responds to calls, interviews witnesses and victims, investigates, and may make arrest(s) and conduct searches, for reports based on investigations related to made on campus, including but

not limited to protection of life and property, traffic collisions, and other emergencies; responds calmly and constructively when face with opposition; responds to local law enforcement request for assistance.

2. Conduct preliminary and follow-up investigations of criminal incidents including but not limited to, missing persons, disturbances hazardous incidents, vehicle collisions, casualties, threat assessments, vulnerability assessments, and other investigations as assigned.
3. Assists with directing of non-sworn department personnel and police department volunteers.
4. Provides information and education to the college and community regarding workplace safety; suicide prevention, self-defense, alcohol and drug abuse education, emergency planning and other public safety related topics.
5. Patrols district facilities before, during and after school hours by vehicle, bicycle and on foot. Checks campus buildings, grounds and facilities for physical security and hazardous conditions and report deficiencies.
6. On campus, manages disruptive students, visitors and other personnel; assists persons experiencing mental health issues; supports board of trustee's policies and student code of conduct.
7. Enforces traffic and parking regulations and maintains traffic flow on campus.
8. Apprehends and arrests violators and testifies in court.
9. Submits written reports that are thorough, concise and accurate reflections of the facts of the investigation.
10. Locate, collect and preserve evidence and lost and found property.
11. Provides security and cash escorts for the campus.
12. Maintain confidentiality requirements of law enforcement information, student information and personnel matters.
13. Act as liaison between the department and other law enforcement and emergency response agencies within the county, state, college units and community task forces as assigned.
14. Present complete case documentation, testify, and present evidence in court and in other legal or administrative proceeding.
15. May serve warrants and subpoenas as required.
16. Secures college facilities and responds to alarms and reports on unusual, unsafe or hazardous conditions observed, complete facilities work orders for hazards when needed.
17. Complete daily, monthly, overtime and special event logs.
18. Conducts animal control services on campus.
19. Performs other related duties as assigned.

**Knowledge of:**

- Modern law enforcement methods, principles, and procedures,
- Safety procedures, techniques, and equipment;
- Applicable laws, ordinances, and department rules and regulations;
- Principles and practices of exemplary customer service;
- Criminal justice system, criminal law, principles and procedures;
- Crowd management, intervention, de-escalation and control tactics

**Demonstrated ability to:**

- Prevent and suppress crime; manage conflict effectively and de-escalate situations when appropriate;
- Prepare well written and computer-generated reports;
- Adhere to and enforce federal, state and local laws and ordinances including those pertaining to apprehension, arrest and prosecution of persons; rules or search, seizure and evidence, departmental rules and regulations;
- Comply with Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act;
- Perform work requiring good physical condition in a safe and effective manner under all conditions;
- Safely drive a vehicle under a variety of conditions;
- Use of firearms and other weapons safely and accurately; requires quarterly and/or annual CA P.O.S.T training/qualification;
- Communicate effectively in oral and written form;
- Understand and follow oral and written instructions;
- Learn the organization, procedures, and operating details of the campus;
- Establish and maintain effective working relationships with administrators, staff, faculty, students and visitors;
- Exercise sound judgment in evaluating situations and in making decisions;
- Take a proactive approach to problem solving;
- Possess a strong commitment to community-oriented policing and willingness to work in an academic environment rich in diversity of cultures, religions, and lifestyles;
- Compose correspondence independently;
- Maintain clean work environment;

- Basic typing and personal computer skills.

### **Working Conditions:**

- Duties are primarily performed in and out of the office environment;
- Patrolling the campus and the surrounding area;
- Travel to other offices or locations to attend meetings or conduct work;
- Will have contact, in person or on the telephone, with staff, faculty, students, and the general public.
- May experience interruptions while performing normal duties during the regular workday.
- Work at any time of day or night in periods of disaster or civil disorder.

### **Physical Demands:**

Physical demands are evaluated in the CA P.O.S.T standard medical screening. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, and run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, jump, or crawl; or smell.

Will be required to wear a uniform and equipment including but not limited to , Kevlar vest, utility belt, firearm, ammunition, baton, flashlight, taser, and handcuffs. The employee may occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job are determined pursuant to CA P.O.S.T. medical screening.

While performing the duties of this job, the employee frequently works in outside weather conditions. The noise level in the work environment is usually moderate to loud.

### **Special Qualification:**

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

### **Minimum Qualifications**

#### **License and Certificates Required:**

Certificate of completion from a CA Peace Officers Standards & Training (P.O.S.T) Certified Basic Law Enforcement Academy at time of appointment. If P.O.S.T. certified from out-of-state, the incumbent must complete a CA P.O.S.T. Basic Course Waiver (BSU) process. Incumbent with expired CA P.O.S.T. certification must be in possession of a "Recertification Certificate" at time of appointment. CA P.O.S.T. decertification will result in ineligibility for employment as a peace officer. Valid and appropriate California driver's license and ability to qualify for and maintain district vehicle insurance coverage; Valid First Aid/CPR certificate. The incumbent shall successfully complete an extensive CA P.O.S.T. background investigation including a psychological examination and a medical examination prior to employment; investigation may include a polygraph and/or physical agility test.

**Education:**

The equivalent or a high school diploma /GED. Education in administration of Justice of related field and experience in an educational setting is preferred.

**Additional Information**

**WORK SCHEDULE:**

The desired start date is May 2025. This is a full-time, 37-hour-per-week, 12-month classified position.

Hours for this position may vary, on-call as needed:

Monday-Friday 7:30 a.m. - 3:45 p.m. (Day Shift)

Monday - Friday 3:45 p.m. - 12:00 p.m. (Evening)

Shifts are in 3-month rotations.

\*May work weekends and special events.

To be considered for this position, the candidate must submit a completed application, including employment history, no later than **Sunday, March 30, 2025, by 11:59 PST.**

- Cover letter;
- All P.O.S.T certifications
- A current and complete resume/CV of education and professional experience.
- Transcripts (unofficial copies are acceptable for the application process). **Official transcripts are required at the time of hire.**

Allan Hancock College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

*Allan Hancock College will not sponsor any visa applications.*