



# El Camino College

## Campus Police Officer Lateral or Pre-Service



### ABOUT THE ROLE

Under the direction of an assigned supervisor, perform law enforcement and crime prevention work; to protect college employees, students, and the general public; to patrol and safeguard college property, to maintain law and order, to do other work as required.

A lateral or pre-service police officer must successfully complete a P.O.S.T. certified on-the-job Field Training Program and complete a 12-month probationary period.

**\*\*This position is contingent on available categorical funds\*\***

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

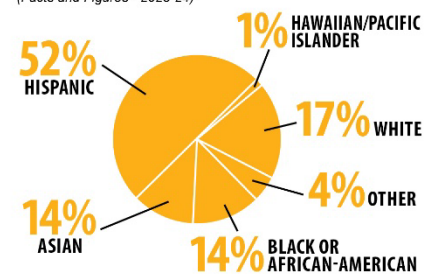
### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## CAMPUS POLICE OFFICER (LATERAL OR PRE-SERVICE)

**Division:** Campus Police

**Extended Posting Closing Date:** OPEN UNTIL FILLED

**Req:** C2223-167E

**Location:** El Camino College

**Position Type:** Classified

### REPRESENTATIVE DUTIES

Patrol campus buildings and grounds on foot, bike or by vehicle.  
Answer calls for the protection of life, property, and the enforcement of local, county and state laws.  
Protect individuals and control crowds during assemblies or disturbances.  
Investigate and prepare written reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace.  
Gather evidence and interview witnesses.  
Apprehend violators, testify in court as necessary.  
Guard property against fire, theft, vandalism, and illegal entry.  
Give information and direct the public.  
Administer First Aid.  
Assist in the orientation of District personnel regarding security measures.  
May supervise other security personnel.  
Perform other related duties as assigned or requested.

### JOB QUALIFICATIONS

#### Education and Experience:

High school graduate or G.E.D. certificate.

Applicants must be 21 years of age at time of application.

A U.S. Citizen or a permanent Resident Alien who is eligible for and has applied for citizenship prior to testing.

Possess a valid California Class "C" Driver's License.

**LATERAL:** Possession of a California P.O.S.T. Basic Certificate and/or a current up-to-date P.O.S.T. requalification certificate AND one-year full-time law enforcement experience.

**PRE-SERVICE:** Graduation from a California P.O.S.T. certified police academy within the past three years or proof of a California P.O.S.T. requalification certificate.

Meet specific physical, psychological and medical requirements established by the college.

Successfully pass a physical agility test; an in-depth background investigation; psychological and polygraph examinations.

### DESIREABLE QUALIFICATIONS

Completion of sixty (60) college units or possession of an Associate Degree is highly desirable.

### OTHER QUALIFICATIONS

#### Knowledge/Areas of Expertise:

Investigative and law enforcement procedures.

Criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors and felonies.

First Aid.

### Abilities/Skills:

Establish and maintain effective working conditions in a diverse multi-cultural and multi-ethnic educational environment.

Successfully complete a Peace Officer Standards and Training (P.O.S.T.) certified Police Training Academy and meet all District and State requirements needed to obtain a P.O.S.T. Basic Certificate.

Observe and remember names, faces, numbers, incidents and places.

Assess situations and persons accurately.

Respond quickly and effectively in emergency situations.

Write accurate and comprehensive reports.

Use and care for firearms.

Establish and maintain cooperative relationships with those contacted in the course of work.

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence.

Learn law and ordinances relating to theft, burglary, arson, and malicious mischief and trespassing.

Learn District and campus rules and regulations regarding security, safety and conduct.

Interpret and follow oral and written instructions.

Learn to write clear and concise reports.

Learn to interview suspects, complainants and witnesses.

Respond quickly and effectively in emergency situations.

Analyze situation and adopt an effective course of action.

Perform duties under scheduled working conditions.

Accept direction from others willingly.

Use restraint in enforcement.

### **PERSONAL CHARACTERISTICS**

Possess effective interpersonal skills enabling a candidate to deal effectively with a diverse population of students, staff and the public; exhibit a pleasant, cooperative, fair, unbiased and polite attitude in carrying out law enforcement duties; ability to remain calm and maintain order in emergency or threatening situations.

### **PHYSICAL REQUIREMENTS**

Applicants must satisfactorily complete an in-depth medical examination.

Applicants must be in good physical condition, free from disease or defects that would interfere with the satisfactory performance of the duties of this position.

**VISION:** At least 20/100 in each eye without correction, correctable to 20/30 in each eye.

**COLOR VISION:** Anything other than minor hue impairment is disqualifying.

**HEARING:** No greater than 25dB loss in the better ear as average over the test frequencies of 500,100, 2000 and 3000 HZ. In the case of questionable, unusual or borderline hearing loss, the applicant's qualifications will be determined by a Medical doctor.

**ORAL INTERVIEW:** The most qualified applicants will be invited for an oral interview. A panel will evaluate a candidate's verbal skills, experience, personal traits, background and other valuable indicators required for this position. Successful candidates will be required to pass a physical agility examination and an extensive background investigation prior to being eligible for a conditional offer of employment. If a conditional offer is received, a candidate will be required to complete a polygraph examination; a psychological examination and a medical examination before being eligible for hire. The training program consists of academy coursework, on-the-job training exercise, and a review by the College Police Chief. Successful completion of the basic police training Academy is a requirement to be eligible for promotion to the position of Police Officer. Failure to maintain satisfactory progress

during the training program or to satisfy the District or P.O.S.T. requirements for promotion to College Police Officer will end a candidate's eligibility for participation in the program and employment with the District.

### **WORKING CONDITIONS**

Sit in patrol car for long periods of time. Walk/move to various locations on campus. Run, jump, crawl, climb, bend, reach, and stoop to perform duties. Lift and drag 165 pounds. May be requested to work overtime for special events. Use of weapons.

### **EXTENDED CLOSING DATE: OPEN UNTIL FILLED**

**SALARY:** \$6,499 per month.

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

### **CONDITIONS OF EMPLOYMENT**

This position is designated as a regular, full-time, twelve-month classified position. Working hours are 12 hours per day, 40 hours per week. Candidate selected for employment must be willing to work nights, holidays and other unusual hours and willing to commit to a minimum of five (5) years of employment with the department.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

### **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://maxient.com)

### **BENEFIT HIGHLIGHTS**

#### **Health, Life, Dental and Vision Insurance**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

#### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

#### **Retirement**

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

#### **Summer Work Hours**

During the summer, employees work eight 32-hour work weeks with full pay.

### **TO APPLY**

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.
3. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.
4. California P.O.S.T. Basic Certificate or up-to-date/proof of a California P.O.S.T. requalification certificate, if applicant holds one.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. **You may check the status of your application online.**

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

## **FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:**

**El Camino College**  
**HR Service Partner**  
Pamela Jones  
310-660-3593, Ext. 3478  
[pjones@elcamino.edu](mailto:pjones@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

### **JEANNE CLERY CAMPUS SAFETY ACT**

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

### **EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*