

## CAMPUS POLICE RESERVE OFFICER (CLASSIFIED SPECIAL)

Victor Valley College

Opening Date/Time: Fri. 08/24/18 12:00 AM Pacific Time

Closing Date/Time: Continuous

Salary: \$23.17/Hour

Job Type: Permanent less than 50%

Department: President's Office

FLSA: Non-exempt position, eligible for overtime compensation.

Basic Functions:

### OPEN UNTIL FILLED

This is a continuous recruitment for an applicant pool to fill Classified Special assignment that is 0-19 hrs. per week, on an as needed basis. Successful candidates will be placed on an eligibility list.

Compensation will be based on Part time, 0-19 hrs./wk. \$23.17./hr.\* (Level 13 of Classified Salary Schedule). No benefits.

Appointment to this position is subject to availability of funds

\*Salary schedule subject to change

Under the direction of an area administrator, patrol and guard campus property, buildings and equipment to protect against theft, vandalism and fire; maintain order, security and prevent illegal acts; enforce campus parking and traffic regulations, state and local laws; perform investigative duties relating to campus incidents; issue citations and make arrests as necessary; act as a branch of the criminal justice system.

Representative Duties:

Representative duties/essential functions are to include but are not limited to:

Patrol and guard assigned area and protect property against theft, vandalism, and fire by making inspections; remain alert for and report fire hazards and other emergency situations; inspect and check the security of doors windows and gates; lock and unlock doors. E

Maintain order, security and prevent illegal acts; prevent entry and report presence of unauthorized persons on grounds or in buildings; board and secure doors and windows and perform other temporary repairs following incidents. E

Prepare reports and other information relating to observed violations; report observed or reported hazardous conditions or potentially hazardous conditions and malfunctions; prepare preliminary incident reports. E

Apprehend and/or identify crime suspects; make arrests as necessary. E

Conduct both preliminary and follow-up investigation of all observed/reported violations including disturbances, prowlers, burglaries, thefts, vehicle accidents, student disciplinary action; interview victims, complainants, witnesses and suspects; gather and preserve evidence; testify and present evidence in court when necessary. E

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses related to campus incidents. E

Assist other College safety personnel on duty in responding to alarms and radio calls; assist with detention, restraint or arrest of violators and offenders as assigned; administer first aid as necessary. E

Investigate unusual conditions, take immediate action to reduce danger and possible malfunction of equipment; notify Director of Police and Public Safety or proper agencies regarding impaired equipment, vandalism, illegal entry or fire. E

Provide security escort for students, staff or visitors as needed; assist persons with vehicles in parking lot; provide security at special events as assigned; direct traffic at special events and other emergency or congested situations. E

Maintain contact and positive relationships with students, faculty, staff and the public; provide information regarding potential law enforcement problems; provide information to the public when visiting premises; provide assistance to students, staff and visitors as needed; transport monies across campus and within the District. E

Maintain proficiency with and carry firearm, baton, and chemical agents; operate equipment such as two-way radio, camera, computer, patrol vehicle, handcuffs, and slim-jim as assigned. E

Patrol campus parking lots and streets, check for vehicle permits and improper parking; stop drivers who are operating vehicles in violation of laws and warn drivers against unlawful practices; issue citations for non-compliance with parking and moving regulations. E

Assist Director/Chief in establishing procedures and make recommendations regarding changes or improvement in department operations; represent department at meetings as required.

Provide work direction to student workers and others as assigned. E

Appear in court as a witness as required.

Perform related duties as assigned.

Requirements:

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school supplemented by specialized course work in law enforcement and one (1) year of related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and ability to qualify for District vehicle insurance coverage or be able to obtain one within thirty (30) days of employment .

Valid First Aid Certificate and CPR Certificate issued by an authorized agency. First Aid Certificate and CPR Certificate must be obtained by the first day of employment (copy of certification or acknowledgement must accompany application.)

Valid Basic POST Certificate or Module D Certificate including updated Module D courses.

Certificate of completion for Campus Law Enforcement Course or the ability to obtain it within two (2) years of employment (copy of certification or acknowledgment must accompany application).

Meet requirements of Government Code 1031.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor and Outdoor Environment:

While performing the duties of this job the employee is occasionally required to perform heavy lifting (over 50 pounds); stand and walk for extended periods of time; bend at the waist; climb, crawl and kneel; reach, push, pull and carry items; climb ladders; use hands to operate equipment; and see to observe and drive from site to site.

Incumbents are exposed to abusive individuals, driving from site to site to conduct work, and adverse weather conditions.

Knowledge and Abilities:

**KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in District campus safety activities.

Basic State vehicle and penal codes.

Basic law enforcement methods.

Policies and objectives of assigned program and activities.

Laws, rules, and regulations related to assigned activities.

Health and safety regulations.

Principles of training and providing work direction.

Basic record-keeping and report writing techniques.

Interpersonal skills using tact, firmness and diplomacy.

**ABILITY TO:**

Perform campus security activities to assure safety and security of campus facilities, employees, students and visitors.

Learn security procedures and use sound judgment in emergency situations.

Perform first aid and CPR activities.

Learn applicable District rules, regulations, policies and procedures.

Communicate tactfully and effectively with students, staff and the public.

Analyze situations likely to be encountered on patrols.

Observe and retain names, faces and details of occurrences.

Understand and correct emergency alarm systems.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Assign and review the work of others.

Patrol an assigned area and protect property by making inspections.

Inspect and check the security of doors, windows and gates.

Prevent entry and report presence of unauthorized persons on grounds or in buildings.

Prepare reports and other information relating to observed violations.

Safely use and operate a firearm, baton, and chemical agents.

Operate equipment such as two-way radio, camera, patrol vehicles, handcuffs and slim-jim, computer and copier as assigned.

Learn to interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Work independently with little direction.

Understand work within scope of authority.

#### APPLICATION PROCEDURES:

This is a continuous recruitment for an applicant pool to fill Classified Special assignments that are 0-19 hrs. per week, on an as needed basis. Your application will be maintained in this pool for 18 months.

To be considered a candidate for this position, all materials required should be received in the Victor Valley College Office of Human Resources by the First Review Date. Application materials may be accepted after this date, however, if a file is not complete by the First Review Date, the application may not be considered by the Screening Committee.

You may check your status at any time by logging into Victor Valley College Online Application Site at <http://agency.governmentjobs.com/vvc/> with your username and password.

It is the applicant's responsibility to ensure that all requested materials are received. All material included in the application packet become District property, will not be returned, and will not be copied.

All information qualifying an applicant for the position must be included on the Victor Valley College application. To assist the District in determining whether an applicant meets the minimum requirements, descriptions of an applicant's present and past job duties should include details pertinent to the position for which he/she is applying.

Applicants may be notified by email during any phase of this recruitment regarding status. This recruitment may be used to fill future vacancies.

Do not submit a resume with the application. Resumes will be removed from applications. Please take this requirement very seriously. If it is unclear whether an applicant meets the minimum qualifications for the position from the application, that applicant will be disqualified.

It is not unusual for the District to receive hundreds of applications for a position. For this reason, it is advantageous to make the application as easy to review as possible.

Candidates wishing to apply for more than one position must apply for each position separately.

A complete file consists of all of the following:

1. Completed electronically signed Victor Valley College application electronic form
2. Copies of college transcripts showing college coursework. NOTE: Degrees must be from an accredited institution. It is the responsibility of the candidate to include U.S. evaluations of non-U.S. transcripts with their application.
3. Valid California state driver's license may be acquired within thirty (30) days of employment.
4. Valid First Aid Certificate and CPR Certificate issued by an authorized agency. First Aid Certificate and CPR Certificate must be obtained by the first day of employment (copy of certification or acknowledgement must accompany application.)
5. Possession of Valid Basic POST Certificate or Module D Certificate including updated Module D courses.
6. Certificate of completion for Campus Law Enforcement Course or the ability to obtain it within two (2) years of employment (copy of certification or acknowledgment must accompany application).

Victor Valley College is an Equal Opportunity Employer. Victor Valley College prohibits sexual harassment and assures that all employees will enjoy equal opportunity regardless of race, color, religion, marital status, sex, sexual orientation, national origin, age, disability, or status as a veteran. Employment acceptance or rejection shall be based on job-related qualifications.

To Apply <http://apptrkr.com/1282561>

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<https://www.jobelephant.com/jeid-dd08140ecf61ab4bbc6b5ecfa19c631d>