



**GLENDALE COMMUNITY COLLEGE**  
invites applications for the position of:

## **Police Officer Trainee**

**SALARY:** \$4,322.70 - \$4,765.76 Monthly

**OPENING DATE:** 10/25/18

**CLOSING DATE:** 11/09/18 05:00 PM

### **DESCRIPTION:**

The Police Trainee is a non-sworn, probationary position. The incumbent will remain a Police Trainee for the duration of training at a police academy. At the approval of the Chief of Police, the Police Trainee will be appointed into the classification of Police Officer upon graduation from the training academy and completion of the probationary period.

### **DISTINGUISHING CHARACTERISTICS**

A Police Trainee receives training in law enforcement and police methodology through a POST certified police academy to prepare for promotion to the classification of Police Officer. A Police Trainee is placed on a probationary period of no longer than six months during which the incumbent will attend a POST-certified intensive Regular Basic Course (training academy) that has been approved by the department.

A Police Officer must have successfully completed the Regular Basic Course at a POST-certified police academy; carries a firearm; patrols the college campus; apprehends and arrests suspects; investigates unsafe and hazardous conditions; provides first aid; responds to requests for assistance and reports of crime; investigates incidents and prepares appropriate reports. A Police Officer is placed on a twelve-month probationary period during which he/she must complete the POST-Approved Field Training Program.

Upon successful completion of a POST certified Regular Basic Course and the probationary period, the Police Trainee will be appointed to the class of Police Officer.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from POST certified academy training staff while attending the police academy. The Police Trainee is also under the supervision of the Chief of Police.

No supervision is exercised over other positions.

### **WORK SCHEDULE**

Full Time, 12 Months/Year

Position may require non-standard hours (nights and weekends). Must be willing to work a flexible schedule to include nights, weekends, holidays and special events.

### **EXAMPLES OF DUTIES:**

Receives instruction at a police academy including, but not limited to, the following areas as required by the POST Regular Basic Course Training Specifications:

- Leadership, professionalism, and ethics.
- Federal and State criminal law and procedures.
- Response, enforcement, and patrol techniques and procedures.
- Investigation of crimes and accidents.
- Presentation of evidence and investigative report writing.
- Crisis intervention.
- Emergency management.
- First aid.
- Hazardous materials.
- Investigative report writing.
- Arrest and control procedures and techniques.
- Firearms, chemical agents, and other weapons.
- Cultural diversity.
- Vehicle operations.
- Lifetime fitness.

Participates in learning activities, a physical conditioning program, and demonstrations as required by the academy.

Successfully completes written and practical tests to demonstrate mastery of law enforcement-related knowledge, skills, and abilities as prescribed by the training academy.

May complete a brief, pre-academy orientation with the GCC Police Department

Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Ability to:**

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

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

Interpret and follow oral and written instructions.

Learn to write clear and concise reports.

Learn to interrogate suspects and interview complainants and witnesses.

Learn to safely use firearms and other weapons.

Respond quickly and effectively in emergency situations, analyze and determine an effective course of action.

Perform duties under various working conditions depending on shift rotation including weekends.

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

Remain calm and maintain order in emergency and threatening situations.

Communicate effectively orally and in writing.

Safely and legally operate a motorized vehicle.

Achieve and maintain a level of physical fitness consistent with POST certification standards.

##### **MINIMUM REQUIREMENTS:**

##### **Education:**

Must meet one of the following:

Be a high school graduate of a US public school, an accredited US Department of Defense high school, or an accredited or approved public or nonpublic high school.

OR

Pass the General Education Development (GED) test indicating high school graduation level.

OR

Pass the California High School Proficiency Examination

OR

Have attained a two-year, four-year, or advanced degree from an accredited college or university.

##### **Additional Requirements:**

Must be a United States Citizen or a permanent resident alien who is eligible for and has applied for, citizenship on or within three years before the date of appointment.

Must be at least 18 years of age.

Must possess a valid California driver's license by date of hire and have a safe driving record.

Must be free of any felony convictions.

Must pass a thorough pre-placement background investigation indicating good moral character.

Must pass pre-placement medical and psychological evaluations ensuring freedom from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer.

May be required to pass a physical agility test for entrance into the selected police academy.

#### **ADDITIONAL INFORMATION:**

##### **Salary**

Starting salary is from **\$4,322.70** to **\$4,765.76** per month depending upon education and experience. Internal applicants may be initially placed at a higher starting salary as outlined in the CSEA Collective Bargaining Agreement. Fringe benefits, which are subject to change pursuant to negotiations under Section 3500 of the California Government Code, are presently provided and may include family and domestic partner medical and dental, two-party vision plan, and employee life insurance.

##### **Application Process**

This position requires the following documents to be attached to your online application in order to be considered:

- Resume
- High School Diploma or equivalent. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
- Possession of a valid State of California Class C driver's license

**Please note: All required documentation must be attached to the online application by the applicant by the closing date.**

Additional documents not requested in the announcement, will not be reviewed.

Your application and any required attachments must be submitted by **Friday, November 9, by 5:00 p.m.** Applications with incomplete information (i.e. statements such as - see resume) or missing documents will not be considered. If you have additional questions please call 818-240-1000 ext. 5921.

#### **Selection Process**

All completed applications and application materials will be screened to ensure that the minimum requirements stated in the job announcement are met. Those candidates who meet the minimum qualifications will be invited to the college for an examination. All candidates will be notified by mail of their final disposition in the selection process.

**This position is offered contingent upon funding. The district reserves the right to extend, withdraw, and/or reopen this position at any time.**

#### **About the College**

Glendale Community College (GCC) is nestled in the foothills of the San Rafael Mountains, centrally located at the intersection of three major freeways, just ten miles from downtown Los Angeles. Glendale is affectionately known as Jewel City, one of the fastest growing communities in the Southern California region. A vibrant hub of economic activity and cultural diversity; it is an exciting place to work and live!

GCC is recognized throughout the state as a model of shared governance and collegiality. Known for excellence and rigor, we have one of the highest transfer rates to the UC system and other California four-year colleges. Additionally, the college offers a broad range of vocational programs and takes pride in providing outstanding student services and curriculum to help prepare students for success in the 21st Century.

GCC is committed to maintaining an environment which provides opportunities to individuals with a wide variety of talents, experiences, perspectives, and backgrounds. We believe in the importance of diversity amongst our faculty, staff, and student population to better serve the college and surrounding communities.

#### **Equal Employment Opportunity**

Glendale Community College District provides all applicants for district employment with equal employment opportunities and provides present employees with training, compensation, promotion, and all other attributes of employment without regard to a person's race, religious creed, color, age, sex, national origin, veterans' status, ancestry, marital status, sexual orientation, medical condition, gender identity or disability.

#### **Accommodations**

Applicants who require a reasonable accommodation for the application, testing or interviewing processes should contact the Human Resources Department at the time of application submission.

Thank you for your interest in employment opportunities with Glendale Community College.

#### **BOARD OF TRUSTEES**

**Ann H. Ransford, Dr. Vahe Peroomian, Anthony P. Tartaglia, Yvette V. Davis, and Dr. Armine G. Hacopian**

#### **CALIFORNIA COMMUNITY COLLEGES: THE WAY CALIFORNIA WORKS**

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.glendale.edu>

1500 N. Verdugo Road  
Glendale, CA 91208  
818-240-1000 x5921

[valiciad@glendale.edu](mailto:valiciad@glendale.edu)

Position #03287  
POLICE OFFICER TRAINEE  
DD

#### **Police Officer Trainee Supplemental Questionnaire**

- \* 1. I have attached my resume. If you have not, please return to your application and attach your resume.
- Yes  No
- \* 2. I have attached my proof of high school diploma or equivalent. If you have not, please return to your application and attach your documents. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
- Yes  No

- \* 3. I have attached my valid State of California Class C driver's license. If you have not, please return to your application and attach your documents.  
 Yes  No
  
- \* 4. Must be a United States Citizen or a permanent resident alien who is eligible for and has applied for citizenship on or within three years before the date of appointment.  
 Yes  No
  
- \* 5. Must be at least 18 years of age.  
 Yes  No
  
- \* 6. I have completed all sections of the application including references. (Statements such as see resume will not be acceptable.)  
 Yes  No
  
- \* 7. I understand that my application will be considered incomplete if all required sections of the application are not completed and/or if any documents that are required are not attached to my online application by the closing date.  
 Yes  No
  
- \* Required Question