

## **Community College Police Officer I**

### **Ventura County Community College District**

**Salary:** \$62,868.00 - \$86,736.00 Annually

**Job Type:** Classified

**Job Number:** 2021-02190

**Location:** Districtwide (Ventura County CA), CA

**Department:** DAC/B&AS/Police

**Closing:** 11/11/2021 11:59 PM Pacific

### **Description**

#### **WHAT YOU'LL DO**

Under the direction of the Community College Police chain of command, enforce applicable federal, state, city, county and district laws, enforce rules and regulations governing use of college buildings and grounds; make arrests, write reports, testify in court, control traffic, control parking; patrol buildings, grounds and other properties of the college district; provide for the safety and protection of students, visitors, and personnel.

**There is currently one Full-Time (40hrs/week, 12 mos/year) vacancy located at the District Administrative Center, with a possibility of a second vacancy.**

#### **WHERE YOU'LL WORK**

The District Administrative Center, centrally located in Camarillo, oversees administrative functions, and provides leadership and services to the three colleges in support of VCCCD's mission.

More information on Ventura County Community College District Police Services can be found on the <https://www.vcccd.edu/departments/police>

#### **WHO WE ARE**

Equity, diversity, and inclusion are essential to our culture and the work that we do within the Ventura County Community College District (VCCCD). The VCCCD is a public community college district serving residents throughout Ventura County. The VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. The Ventura County Community College District recognizes that a diverse community of

faculty, staff, and administrators promote academic excellence. This creates an inclusive educational and work environment for its students, employees, and the community it serves. With the understanding that a diverse community fosters multicultural awareness, promotes mutual understanding and respect, and provides role models for all students, the VCCCD is committed to recruiting and employing a diverse and committed group of faculty, staff, and administrators who are dedicated to the success of all college students.

We encourage candidates who are equity-minded to submit an application for employment. We are designated Hispanic-Serving Institutions committed to racial and socio-economic diversity as it reflects our communities and student populations. We actively seek to attract candidates who share this commitment to equity, diversity, and inclusion.

The Ventura County Community College District ensures that all employees and applicants for positions will have equal opportunity for employment regardless of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.

#### SALARY PLACEMENT

**New Employees:** Generally, new employees are placed on the first step of the appropriate range of the salary schedule.

**Current Employees:** An employee who is promoted will be placed on the salary step of the new range of the appropriate salary schedule that provides a minimum increase comparable to a one-step increase in salary.

#### **New and current employees may be eligible for advanced step placement as outlined in**

[https://www.vcccd.edu/sites/default/files/media/pdf\\_document/2021/PC%20Rules%20for%20Classified%20Handbook%20Final%2003.18.2021.pdf](https://www.vcccd.edu/sites/default/files/media/pdf_document/2021/PC%20Rules%20for%20Classified%20Handbook%20Final%2003.18.2021.pdf)  
<https://get.adobe.com/reader/>

#### COVID-19 VACCINATION REQUIREMENT

**<https://go.boarddocs.com/ca/vcccd/Board.nsf/goto?open&id=C4AFE7EB035>** requires that all students and employees of the Ventura County Community College District, which includes faculty, staff, volunteers, student workers, and administrators, be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District property and/or facilities and will be required to undergo COVID-19 testing twice weekly. For more information about VCCCD's vaccine requirement, please visit the District's <https://www.vcccd.edu/COVID19>.

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill district-wide, current and upcoming, temporary and regular vacancies for the duration of the list, not to exceed one year.

### **Representative Duties**

Provide safety and protection of students, visitors and personnel; patrol buildings, grounds and other properties of the college campus. **E**

Issue and process traffic and parking citations according to established procedures; direct traffic on the college campuses and at special events. **E**

Investigate crimes and other incidents occurring on campus; make arrests, write reports as required; testify in court. **E**

Provide security and police services at various college functions. **E**

Patrol on foot or in a vehicle college properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism, illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; extinguish small fires as necessary. **E**

Respond to alarms and calls for service; apprehend violators; provide emergency first aid; check and interrogate suspicious persons. **E**

Receive complaints and requests for assistance from students, visitors or college personnel; contact other police and fire authorities as necessary. **E**

Escort campus personnel transporting college funds on campus or to off-campus repository. **E**

Control crowds at special events or other assemblies.

Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate. **E**

Perform other duties as defined in the Police Policy and Procedures Manual, Police Department general orders and policies of the College District. **E**

Perform other related duties as assigned.

**E** = Essential Duties

### **Minimum Qualifications**

Graduation from high school or evidence of equivalent educational proficiency.

## LICENSES AND OTHER REQUIREMENTS

Valid California P.O.S.T. Basic Academy certificate  
Undergo and pass a physical agility test  
Obtain valid California driver's license upon employment  
Valid First Aid Certificate and CPR Certificates  
Meet requirements of California Government Code Sections 1029, 1030, 1031 **et seq.**  
U.S. citizen or permanent resident alien eligible for and who has applied for such citizenship  
Be at least 18 years of age  
Undergo and pass a subjective background investigation to determine if the candidate meets department standards  
Upon receiving conditional offer of employment, pass a medical and psychological examination and meet department standards thereof  
Successfully complete department field training  
Undergo and pass polygraph examination

### **Supplemental Information**

## EXAMINATION AND SELECTION PROCESS

This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by November 11, 2021. The examination process may consist of any of the following components: A) Written Test = Qualifying (pass/fail) B) Technical Interview = 100% weighting on final score

PLEASE NOTE: All testing for this recruitment will be conducted remotely. Please see additional information regarding the test dates and location below.

### WRITTEN TEST DATE RANGE AND LOCATION

Date Range: Friday, November 12, 2021 - Tuesday, November 16, 2021

Location: The written test will be conducted remotely. In order to participate in the testing, you must have access to a computer with a reliable connection to the internet.

The eight (8) candidates with the highest passing scores on the written test will be invited to the technical interview.

TECHNICAL INTERVIEW DATE RANGE AND LOCATION  
Date Range: Monday, November 29, 2021 - Friday, December 3, 2021  
Location: The Technical Interview will be conducted remotely, using Zoom. In order to participate in the interview, you must have access to a computer with a camera, microphone, speakers, and a reliable connection to the internet.

The examination components and dates are subject to change as needs dictate. All communication regarding this process will be delivered via email.

## SUBMISSION OF APPLICATION

Applicants must meet the minimum qualifications as stated, including the possession of licenses, certifications, or other requirements, by the filing deadline in order to move forward in the recruitment process. You must attach copies of any documents that demonstrate your attainment of the minimum qualifications (e.g., unofficial transcripts, foreign transcript evaluation, copies of any required licenses, and/or certifications). Failure to submit any required documents may result in disqualification. All required documentation must be attached to your application; Human Resources staff will not upload your documents for you. The VCCCD does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

**ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.**

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Duration of work experience is calculated based off a standard 40 hour full-time work week. Part-time work experience will be prorated based off a standard 40 hour full-time work week. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications. When completing the supplemental questionnaire (if applicable), outline in detail your education, training (such as classes, seminars, workshops), and experience.

**ELIGIBILITY LIST** Upon completion of the examination, the eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill current vacancies for up to one year from the date of the technical interview. **PROBATIONARY PERIOD** All appointments made from eligibility lists for initial appointment or for promotion, with certain exceptions, shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer. Classified management, police, and designated executive classifications shall be probationary for a period of one (1) year of paid service from initial appointment or promotion. **ACCOMMODATIONS** Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request in an email to <https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=HRMail@vccd.edu> including an

explanation as to the type and extent of accommodation needed to participate in the selection process.

## DEGREE INFORMATION

If a degree/coursework is used to meet minimum qualifications, an official copy of your transcripts will be required upon hire. If you have a foreign degree and the institution from which your degree was granted is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, foreign transcript evaluation is required if the foreign degree/coursework is used to meet minimum qualifications. The foreign transcript evaluation must be included with your application materials. Visit the <https://www.chea.org/state-licensed-or-authorized-institutions> or the <https://ope.ed.gov/dapip/#/home> to search for institutions that are recognized as accredited. If you need your transcripts evaluated, please review the list of agencies approved for foreign transcript evaluation. If applicable, an official copy of your foreign transcript evaluation will also be required upon hire.

For more information about the recruitment process at VCCCD, including responses to Frequently Asked Questions, please visit our <https://www.vccd.edu/departments/human-resources/employment/classified-non-academic-careers>.

**To apply, please visit <https://apptrkr.com/2606544>**

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