



# El Camino College

## Police Officer Trainee



### ABOUT THE ROLE

The College Police Officer Trainee is an entry-level class for candidates seeking a police officer position. A trainee will attend and must successfully complete training at a District approved P.O.S.T. basic police academy; receive on-the-job training in patrol procedures, investigation, arrest, search and seizure in preparation for eligibility to qualify for the level of College Police Officer. Assignment to this class is limited to the duration of the Police Academy training period.

### 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

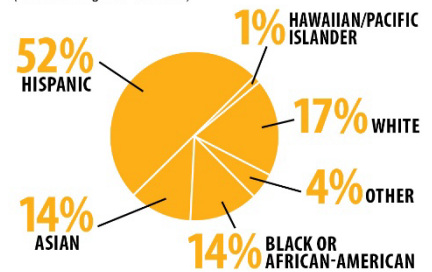
El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. 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.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



# POLICE OFFICER TRAINEE

**Division:** CAMPUS POLICE  
**Posting Closing Date:** Open Until Filled  
**Req:** C2223-174  
**Position Type:** Classified

## REPRESENTATIVE DUTIES

Receives instruction, Police Academy Training, and on-the-job training in:

- Patrol procedures and routines
- Arrest, search and seizure as applied to college police operations
- Police operations including the collection of evidence, interview and interrogation of witnesses, follow-up and case preparation
- Preparation of police reports
- Traffic procedures and control
- Report writing

Upon successful completion of a P.O.S.T. basic police-training academy:

- Observes and assists the College Police Officer in the performance of various patrol procedures and techniques; attends training courses as assigned.
- Independently, and on an assigned shift, patrols the college campus on foot or by vehicle to protect college personnel, students and property; performs related duties.
- Upon successful completion of a P.O.S.T. certified training academy, the Police Officer Trainee is reclassified to Campus Police Officer and placed at Step A of the Police Officer salary schedule.
- Twelve-month probationary period commences with assignment as a Campus Police Officer.

## SUPERVISION

Immediate supervision is received from the College Police Sergeant or College Police Chief. Work instructions received from the College Police Officer during his/her training period.

Performs other related duties as assigned or requested.

## EDUCATION AND EXPERIENCE

- Possess a valid Class "C" California Driver's license.
- High school diploma or G.E.D.
- A U.S. Citizen or a Permanent Resident Alien who is eligible for and has applied for citizenship prior to testing.
- Have reached your 21<sup>st</sup> birthday at time of application.
- Successfully pass a written examination, oral interviews, physical agility test, an in-depth background investigation; psychological, polygraph and medical examinations.

## DESIRABLE QUALIFICATIONS

- Successfully complete a P.O.S.T. Certificated Basic Police Training Academy and meet all District and State requirements needed to obtain a P.O.S.T. Basic certificate.

## OTHER QUALIFICATIONS

### Knowledge/Areas of Expertise

Completion of sixty (60) college units or possession of an Associate's degree is highly desirable.  
Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence.  
Learn law and ordinances relating to theft, burglary, arson, malicious mischief and trespassing.  
Learn District and campus rules and regulations regarding security, safety and conduct.  
Learn to write clear and concise reports.  
Learn to interview suspects, complainants, and witnesses.

### Abilities/Skills

Establish and maintain effective working conditions in a diverse multi-cultural and multi-ethnic educational environment.  
Interpret and follow oral and written instructions.  
Respond quickly and effectively in emergency situations.  
Analyze situation and adopt an effective course of action.  
Perform duties under scheduled working conditions  
Accept directions from others willingly.  
Use restraint in enforcement.

## PERSONAL CHARACTERISTICS

Demonstrate an interest in law enforcement; possess effective interpersonal skills enabling a candidate to deal effectively with a diverse population of students, staff and the public; exhibit a pleasant, cooperative 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 20/40 in each eye.
COLOR VISION:	Anything other than minor hue impairment is disqualifying.
HEARING:	No greater than 25 dB 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.

## TRAINING

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.

## CLOSING DATE: OPEN UNTIL FILLED

**SALARY:** \$5,849 per month.

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

## CONDITIONS OF EMPLOYMENT

The Police Trainee shall be paid his/her salary from the first date of employment through the successful completion and graduation from a P.O.S.T. certified Police Academy.

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://www.maxient.com/ada-job-applicant-accommodation-request)

## 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.

## TO APPLY

An applicant must submit the following by the closing date:

1) Online application: [https://elcamino.igreentree.com/css\\_classified](https://elcamino.igreentree.com/css_classified)

2) Resume 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).

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>

**Please 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. 3087 or email at [hr@elcamino.edu](mailto:hr@elcamino.edu) between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

## **FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:**

### **El Camino College**

#### **Human Resources**

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.*