

Police Officer
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252881>

Downloaded On: Feb. 22, 2025 12:58pm

Posted Feb. 10, 2025, set to expire Feb. 23, 2025

Job Title	Police Officer
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Feb. 10, 2025
Application Deadline	02/23/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5988676
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Job Description	

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Police Officer

Closing Date: 02/23/2025

Definition:

The West Valley-Mission Community College District is seeking a talented individual to fill the position of Police Officer. We are accepting both entry level and lateral applicants.

Comprised of two colleges, West Valley College and Mission College, we are located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students

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appreciate our two colleges for our friendly staff and supportive atmosphere.

This position provides general law enforcement as a sworn police officer in a P.O.S.T certified law enforcement agency; on assigned shifts, performs patrol duties in uniform without limitations by vehicle or foot to protect life and property, while ensuring the safety and security of students, staff and visitors to the colleges. The Officer will be guided in his or her duties by those directives promulgated by the West Valley-Mission Community College District, including Oath of office, mission statements, vision statements, core values, quality statements, and business plans, as well as department policy and procedures.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment:

Full-time, 12 months per year (may include nights, weekends, and holidays), in 4/10-hr shifts. District police coverage is seven days per week, 20 hours per day, 365 days a year. Patrol Shifts typically rotate every six months. Assignments may include West Valley College (City of Saratoga) and/or Mission College (City of Santa Clara), relief shifts, special assignments and/or investigation duties. All police candidates are required to successfully complete a comprehensive POST approved in-service field training program. One-year probationary period, after completion of field training program.

This position is represented by the Peace Officers Association (POA) employee bargaining unit.

Work Location: Varies based on assignment - West Valley College, Saratoga, CA, OR Mission College, Santa Clara, CA, OR other locations as assigned.

Salary and Benefits:

Salary Range - Steps A-I: \$9,068.42 - \$12,416.67 (5% salary increase effective July 1, 2025)

Hiring Salary Placement:

- Entry level - Step A-C: \$9,068.42 - \$10,028.67 (monthly);

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- Initial salary placement for a new bargaining unit member who is not a "Lateral Officer shall be based upon the qualifications identified in Steps A-C above.

- Lateral Officer - Step D-F:
 - Higher steps may be authorized by the Associate Vice Chancellor, Human Resources upon recommendation of the District Chief of Police at the time of appointment for a highly qualified individual, based on years of experience in rank, education, specialized training or certification, or other factors when it is considered to be in the best interest of the District.

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse and dependents.
- Employer-paid long-term disability for employee.
- Employer-provided life insurance.
- 15 paid holidays, plus 1 floating holiday annually.
- 80 hours vacation leave accrued annually.
- 96 hours sick leave accrued annually.
- Shift differential (2.5%-5%)
- POST Intermediate and Advanced certificate pay (3%-5%)
- Specialty Assignment pay (5%)
- Bilingual pay
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement [3% @ 55 for Classic Members; 2.7% @ 57 for New Members].
- The position is union affiliated.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Education: Equivalent to an Associates degree from an accredited college with major coursework in administration of justice or a related field; and
2. Experience: Recruit/ Academy Graduate - No prior law enforcement experience necessary. Lateral

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Officer - One year of responsible, non-probationary law enforcement experience.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.

LICENSE & CERTIFICATE:

- Possession of, or ability to obtain, an appropriate, valid California drivers license.
- Possession of, or ability to obtain, a Basic Peace Officer Standards and Training (P.O.S.T.) certificate, including firearms and other tactical equipment use. Note: A valid P.O.S.T certification must be maintained to continue employment.
- Possession of, or ability to obtain, valid American Red Cross C.P.R., First Aid, and AED certification.
- Must be legally authorized to work in the United States under Federal Law (CA Gov. Code Section 1031).

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualifications:

- Strong verbal and written communication skills
- A commitment to community service and strategic readiness
- Current employment with a California law enforcement agency with experience in uniformed patrol and investigations.
- Possess a California POST, Basic, Intermediate or Advanced certificate.
- Educational background in police science, law enforcement, criminal justice administration, public administration, or a related field is preferred.

Knowledge and Abilities:

Knowledge of:

- Methods, principles, and practices of California law enforcement and public safety.
- All mandated training and procedures including, but not limited to, firearms use, criminal investigative techniques and procedures, interview and interrogation techniques, domestic

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violence investigation techniques, crime scene investigation techniques, evidence collection and preservation, traffic collision techniques, and tactical communication techniques.

- Pertinent federal, state, and local laws, rules and regulations, including laws of arrest, vehicle and penal codes.
- First responder and first aid principles.

Ability to:

- Assess emergency and non-emergency situations and determine appropriate course of action.
- On a continuous basis, know and understand all aspects of a sworn police officers job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to the public.
- On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and keel during inspection of crime scene or conducting building searches; climb stairs and/or ladders; twist; perform simple and power grasping, pushing, pulling and fine manipulation.
- Continuously wear a vest of up to 10 pounds and a gun belt of approximately 30 pounds; and occasionally carry weight of 100 pounds or less.
- Handle firearms safely and effectively, including passing range qualifications; wear body armor; make physical arrests using modern arrest control techniques.
- Operate police vehicle in both emergency and non-emergency situations.
- Maintain objectivity while taking control of a situation; exercise respect for the rights of others and maintain good public relations.
- Operate and use modern office equipment including computers and applicable software; utilize law enforcement databases including Automated Report Management System (ARMS), California Law Enforcement Telecommunications System (CLETS) and Criminal Justice Information Center (CJIC).
- Pass an extensive background investigation including medical and psychological exams.
- Use sound judgment in recognizing scope of authority.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.

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Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Investigate conditions hazardous to life or property; respond to emergency and non-emergency calls
- for service and assistance in a variety of situations.
- Conduct surveillance, inspect property and persons, search and check buildings, people, vehicles and objects; secure and protect property, accident and crime scenes.
- Patrol specific areas in vehicle, on foot, or on bicycle.
- Respond to mutual aid calls for service to other jurisdictions; may perform duties on off-site grounds and properties owned, operated, controlled, maintained or administered on behalf of the college district, or on properties in close proximity to the college campuses.
- Perform crowd control and maintain order at accidents, crime scenes, and/or special events; direct traffic at public events and on campus.
- Identify, pursue and arrest suspects; detain violators, by means of reasonably objective, lawful use of force if necessary; restrain and or subdue individuals by means of standard police techniques using approved equipment; guard prisoners.
- Promote good community relations; conduct public relations activities including presentations to community and student groups, staff and others; work in cooperation with other public agencies as needed.
- Perform traffic enforcement and control duties; photograph or draw diagrams of accident scenes, interview principals and eyewitnesses, review facts of incidents, and issue citations as necessary.
- Appear in criminal and traffic court as required.
- Administer first aid; call for back-up and medical response when needed.
- Conduct investigations of suspicious persons and situations, safety hazards and unusual or illegal activity; conduct criminal investigations for narcotics and alcohol violations, property crimes, and crimes against persons; inspect persons and property, including searching and checking buildings and/or vehicles; collect and secure evidence.
- Administer roadside sobriety and intoxilizer tests; evaluate subjects for evidence of being under the influence of alcohol or drugs.
- Write clear and concise reports; read and may create law enforcement bulletins.
- Attend various training as required.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

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- Demonstrate a commitment to the principles of diversity, equity and inclusion, and foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned

Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Applications will be accepted until the position is filled. Applicants are encouraged to apply before the first review date, July 17, 2023.
- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included,

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the application may be screened as not meeting minimum requirements.

- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: Jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the first review deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.

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- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District **DOES NOT** provide visa sponsorship.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

If you possess a California POST certificate, please upload a scanned copy to your application.

Posting Number: FY22/23-248FT

Open Date: 01/22/2025

Close Date: 02/23/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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