

CITY COLLEGE



SAN FRANCISCO

EMPLOYMENT OPPORTUNITY

8204 INSTITUTIONAL POLICE OFFICER (RE-ISSUED)

Filing Deadline: Open until filled. Review scheduled for 1/27/2006

Appointment: Provisional

Salary: \$1787.20 - \$2164.00 Bi-weekly \$46,467.00 - \$56,264.00 Annually

Date Issued: 1/10/2006

Appointment Type: Provisional. Provisional incumbents will be required to pass a Civil Service examination process for this class in order to be considered for a permanent position.

Schedule: One (1) or more full-time (40 hours per week) positions.

Location: Public Safety Department, 50 Phelan Avenue at Ocean.

Position Description: Under general supervision, the Institutional Police Officer works in the Public Safety Department of City College of San Francisco and acts as a peace officer pursuant to Section 830.32 (a) of the California Penal Code and Section 72330 of the California Education Code. The San Francisco Community College District is a participant in the Peace Officers' Standards and Training Program. The incumbents' primary functions are to provide protection of life and property, and to enforce state and local laws, and college policy, on or near the campuses and facilities of City College of San Francisco. **In accordance with District policy, employees are not allowed to carry firearms, and are required to sign a memorandum acknowledging their understanding of the District's policy in this regard.**

Examples of Duties & Responsibilities: Maintain law and order within and surrounding the City College campus and District sites; provide a safe and secure environment for the students, faculty, staff and the general public at large. In a professional and courteous manner; respond to all emergencies both vehicular and pedestrians; uphold the laws and statues of the State of California, municipal and criminal, as well as enforce state and local ordinances, rules and regulations pertaining to and of the San Francisco Community College District; provide assistance and/or first aid; perform traffic control when necessary; issue citations for violation of the California Vehicle Code - moving and parking infractions; patrol the campus grounds and immediate surrounding areas in a marked emergency patrol vehicle and/or on foot; escort persons responsible for collecting, accounting and turning over for deposit including registration fees, cafeteria funds, and other cash; on a daily basis escort Administrative Services personnel to collect moneys from parking ticket machines located in faculty and student parking lots at the Phelan Campus; make felony/misdemeanor/warrant arrests as necessary which includes transporting and booking suspects as well as properly preparing a San Francisco Police Department Incident Report; assist in the event of natural disasters and other extraordinary circumstances; and other duties and responsibilities as assigned.

Nature of Work: This classification requires considerable walking and standing, and includes possible exposure to physical injury and other dangers inherent in police work. Incumbents are required to wear uniforms. Employees will be required to work flexible shifts, rotating shifts, weekends and holidays. Officers may be assigned to work any of the following shifts: 7:00 a.m.- 3:00 p.m., 3:00 p.m.- 11:00 a.m. or 11:00 a.m.- 7:00 a.m. Public safety work requires coverage twenty-four hours a day, seven days per week, thus, Institutional Police Officers' days-off may vary.

HUMAN RESOURCES

33 Gough Street • San Francisco, California 94103 • (415) 241-2246 • FAX: (415) 241-2335

Minimum Qualifications:

1. Completion of high school or equivalent (GED/CHSPE); **AND**
2. One (1) year of verifiable experience as a police officer, member of a military police unit or other verifiable experience in the safeguarding of life and property; **AND**
3. Possession of a California Penal Code, Section 832 Police Course 'Arrest and Firearms' Course Certificate; **AND**
4. Possession of a current, valid Driver's License (photocopy of the Certificate MUST be submitted at the time of filing. See below under specific Requirement: Driving Record); **AND**
5. United States Citizenship. Permanent resident aliens who are eligible and who have applied for, or are in the process of obtaining United States citizenship may submit an application. At the time of hire, applicant must provide proof of United States Citizenship (U.S. birth certificate, U.S. Passport or certificate of naturalization); **AND**
6. A background investigation and psychological examination will be required prior to appointment. Employees must pass and maintain continued eligibility throughout their employment.

Specific Requirements:**Judicial Record**

- A. **Examination:** A P.O.S.T. certified written examination will be administered. Applicants that pass the written examination will be invited to an oral examination.
- B. **Driving Record:** Applicant must possess a valid driver license to operate an automobile at the time of application. Applicants must give a full and complete listing of all motor vehicle violations on their application and background forms. Department of Motor Vehicles print out must be submitted at the time of application. Any significant discrepancy between the applicant's statement and the Department of Motor Vehicles records will be cause for disqualification.

The following misdemeanor violations may be cause for rejection if they occurred within the three years immediate prior to the date of application and extending to the time of appointment: Drunk driving; reckless driving; hit and run with personal injury or hit and run with property damage; other single violations indicating individual disregard for safe vehicle operation.

- C. **Criminal Records:** Criminal records will be carefully reviewed. A candidate must not have been convicted of a felony in California or of an act in any state, federal jurisdiction or country that would have been a felony if committed in this state. In addition, candidates must not have been convicted of any misdemeanor that carries a penalty of prohibiting ownership, possession or control of a firearm. Those candidates who do not report their complete criminal records on their application materials will be disqualified.
- D. **Health and Medical Standards:** Medical standards are established to maintain the level of performance necessary for police work. Applicants must have excellent health. Each will be individually evaluated and any current or past medical condition that is likely to compromise the applicant's ability to perform the essential functions of the position may be a cause for rejection.
- E. **Use of Controlled Substances:** Any use of controlled substances after the date of application is a mandatory reason for rejection. Rejection for prior use of controlled substance(s) is based on the type of substance(s) used and the frequency and recency of such usage.
- F. **Background Investigation:** Each candidate's background will be reviewed to determine his/her fitness for this employment. Finalists will be required to complete a lengthy P.O.S.T. personal history statement and will be required to submit to a psychological examination and drug test.
- G. **Polygraph Examination.** Applicants may be required to take a polygraph examination.

Desirable Qualifications:

1. Completion of basic P.O.S.T. certificate or higher, or a certificate of completion from a P.O.S.T. academy is highly desirable
2. Completion of 60 units of college credits preferably in the Administration of Justice field
3. Two years of verifiable work experience
4. Experience in working within an educational setting preferably in community colleges.
5. Effective interpersonal skills enabling the officer to effectively deal with a diverse population of students, staff and the general public.

Application Procedure: Applicants must submit all of the following materials to Clara Starr, Director, Human Resources, 33 Gough Street, San Francisco, CA 94103. **(Postmarks will not be honored). Applications filed without all the required documents will be rejected:**

1. A letter expressing interest in the position; **AND**
2. A current resume summarizing educational background and related work experience; **AND**
3. A City and County of San Francisco employment application form completed in full. Application forms are available at the CCSF Human Resources Department, and can be requested in person at 33 Gough Street San Francisco, CA 94103; or by calling (415) 241-2246. **A resume or vita shall not be substituted for a completed CCSF application form; AND**
4. Copies of required licenses and certificates such as a valid Driver's license and the certificate of completion of the Basic Academy.

Further Information: Please call Stephanie Duncan at (415) 241-2305.

Supplemental: Depending on the number of applicants, CCSF reserves the right to establish and implement additional screening mechanisms that comparatively evaluate the qualifications of each candidate. Applicants meeting the minimum requirements are not guaranteed advancement to the interview. The decision of the Chancellor/designee in the selection process is final and is not appealable. Note: Documents included with the application package become the property of City College of San Francisco and will not be returned. Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 241-2285 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Notes: In compliance with the Immigration and Reform and Control Act of 1986, all persons entering District employment will be required to prove their identity and authorization to work in the United States.

**MINORITIES, WOMEN, AND INDIVIDUALS WITH DISABILITIES ARE
ENCOURAGED TO APPLY.
CCSF IS AN EQUAL OPPORTUNITY EMPLOYER.**

JA: 05084
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Re-Issued: 1/10/2006