

POLICE CADET TO OFFICER PROGRAM (Long-Term Temporary Position)

DEFINITION

Under the direction of the appropriate supervisor and subject to District/campus regulations, this class is used to patrol and protect personnel, facilities and property and control traffic and attend the Basic Law Enforcement Academy as a Police Cadet.

TYPICAL DUTIES

Patrol Duties: Under general supervision, patrols campus buildings and grounds on foot or by vehicle; checks for signs of prowlers, vandalism, fires or any other danger which might result in loss or damage to property; assists with traffic control, parking and processing of paperwork; reports unusual and suspicious occurrences to local police and fire departments after college hours; reports to supervisor all fire hazards, unsafe conditions and equipment failures; checks doors and windows, secures buildings, turns off unneeded lights, fans, and heaters; enforces building and campus regulations as stated in building-use permit; prevents admittance to school premises of unauthorized persons; sees that no equipment or material is removed from school premises unless authorized by the vice president of administration or designee; makes rounds of inspection and checks all buildings; files appropriate reports; may assist custodial staff; performs other duties as required.

Cadet Duties: Attend and successfully complete the Basic POST academy within the timelines as set out by the District. Failure to successfully complete the Basic POST academy within the prescribed timeline will result in termination.

ALLOCATION FACTORS

Degree of leadership exercised and received; complexity, level of variety of functions assigned; consequence of decisions made.

DESCRIPTION

Patrol: Patrol campus to prevent damage to property and facilities; assists police officers with traffic control and parking. (Campus patrol persons are not peace officers as designated by law).

Cadet: The Police Cadet to Officer program position is utilized specifically for the purpose of training the incumbent to develop the minimum qualifications necessary to become a sworn police officer. The Police Cadet to Officer program is a long-term, temporary position. Typically the candidate has not yet entered or completed the Peace Officer Standards and Training (POST) Basic Law Enforcement Academy. Police Cadets who successfully complete the Los Rios Police Department (LRPD) hiring and background process will attend the Basic Law Enforcement Academy at the Sacramento Regional Public Safety Training Center (SRPSTC) through the Los Rios Community College District. Upon successful completion of the Basic Law Enforcement Academy within the required timeframe, and at the discretion of the Chief of Police, the Police Cadet to Officer program incumbent may be appointed to the classification of Police Officer with the District. Police Cadets to Officer program incumbent will not begin their police duties at any college until they have successfully completed the POST academy and meet the educational/special requirements as a LRPD Police Officer. Incumbents will receive salary and benefits for a 40 hour per week assignment. This assignment includes attending the (SRPSTC) Basic Law Enforcement Academy, and serving Patrol duties in the Los Rios Community College District.

QUALIFICATIONS

GENERAL

Must be 21 years old.

SPECIAL REQUIREMENTS

At the time of hire, possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. At the time of hire, possess and maintain a first aid certificate and CPR certificate; pass a background check; all work must be performed without the use of sidearms, chemical agents, or other offensive weapons. Must successfully complete a background investigation prior to appointment date, including fingerprint check with D.O.J. and F.B.I., and must be eligible to attend a certified P.O.S.T. basic training Academy.

KNOWLEDGE OF

Common fire hazards and the operation of fire equipment located in various buildings; rules and regulations relating to use of buildings for community services activities; local law enforcement, fire department and other emergency telephone numbers; location of all stand pipes, fire hydrants, sprinkler systems, power control switches, fire alarm boxes and all other emergency equipment and/or exits.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; stay alert and use good judgment in noticing and reporting any unusual circumstances; demonstrate physical ability as required in handling unruly individuals and in making inside and outside patrols under varying working conditions; follow directions; work effectively with others; deal tactfully with the public, read and write at the level required for successful job performance.

POLICE OFFICER CADET SERVICE OBLIGATION

The Los Rios Community College District will pay salary and benefits while a Police Cadet to Officer program incumbent is training in the Academy. As a result, a three-year employment commitment as a Police Officer within the Los Rios Community College District will be required. If the employee chooses to terminate their employment with the district prior to the expiration of the three-year time period, the employee will be expected to reimburse the district for a pro-rated portion of the salary and benefit costs borne during the training period.