### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:**

**First time Officers/Academy Graduates:** Possession of a high school diploma or GED and graduation from a Basic Academy certified by POST. Two years of college with courses in criminology or police science desirable.

**OR**

**Lateral Police Officers:** Possession of a high school diploma or GED and graduation from a Basic Academy certified by POST and possession of a valid Basic POST certificate. Two years of college with courses in criminology or police science desirable.

**Representative Duties:** ESSENTIAL: Respond to reports of suspicious activity, emergency situations, property loss or damage, and unlawful activity on District grounds. Detain suspects, make arrests as necessary including warrant arrests; interview victims, complainants, witnesses; interrogate suspects, gather and preserve evidence and testify and present evidence in court. May conduct preliminary and follow up investigations regarding any criminal offense committed on campus and non-criminal offenses that deal with the health, safety and orderly conduct of District business, and conduct crime prevention duties as required. Provide security at social, sporting and other events; provide escort services to District students and staff as needed; transport funds to and from various District locations and the community. Collect monies from the parking machines and meters, investigate reports of malfunctioning machines, and make minor adjustments and repairs to machines. Log malfunctions, prepare daily reports on meter ticket sales, and restock meters with daily permits as needed. Enforce traffic and parking regulations in accordance with the California Vehicle Code and District Rules and Regulations; stop drivers who are operating vehicles in violation of laws or District regulations, issue citations and make arrests as necessary; issue parking citations for violation of District parking regulations, direct traffic when required, conduct traffic accident investigations, and provide information on parking rules and regulations. Prepare comprehensive reports regarding criminal offenses, follow up investigations and arrests, and prepare search warrants as required; prepare and maintain required reports, logs, and records related to shift activities. Develop and maintain contact with the campus community regarding potential law enforcement problems or problems related to the overall welfare of the campus; establish and preserve good working relationships with the campus community to include faculty/staff/students, and the public at large. Network and cooperate with other law enforcement agencies for the purpose of promoting a good working relationship with the campus community and the campus police department. Transport faculty/staff/students, prisoners and civilians in accordance with the law and District policy. Fingerprint employees and others as needed. Operate law enforcement computer equipment and systems, ability to use PC computers and basic word processing systems. Operate standard law enforcement equipment including handgun, baton, mace, flashlight, spotlight, radio, helmet, handcuffs, and other gear; maintain equipment in proper working condition. Make public appearances as needed to develop and deliver public safety presentations to the campus community, other organizations and the community schools. Keep current with all federal, state, county laws and regulations, and District policy; must attend all in-service training sessions as required.

**Secondary Functions:** May be assigned as shift leader in absence of the Sergeant. May assist students, employees and visitors with vehicle problems but not limited to including unlocking door and jumping batteries. Perform related duties as assigned.

**Short-Term/ Temporary Salary:**

$19.11 per hour; no benefits.

**Short-Term/ Temporary Work Assignment:**

Day, swing, and grave shifts as needed

**HOW TO APPLY:**

Visit our web site at [www.solano.edu](http://www.solano.edu) to download an announcement and apply on line.

For questions, call the Human Resources Office at 707/864-7129.

Office hours are Monday – Thursday, 8:00 a.m. to 5:00 p.m., Friday, 8:00 a.m. to 3:00 p.m.

Applicants needing assistance in the recruitment process due to a disability should submit a written request with the application documents.
REQUIRED APPLICATION DOCUMENTS:

To ensure consistency and fairness to all candidates, do not submit materials other than those requested.

1. A Solano Community College Classified Employment Application complete and in detail.
2. A copy of Basic POST academy certificate.
3. Legible copies of your college transcripts

Optional Application Documents
- A current resume detailing your education and experience
- Other related certificates and licenses
- Applicant Notification Form.
- Statistical Information Questionnaire (Information to be kept confidentially in the Human Resources Department.)

IMPORTANT APPLICATION INFORMATION:

- It is the applicant’s responsibility to ensure that complete application documents are received in Human Resources by the deadline date. Applications postmarked on or prior to the deadline date but received after that date will not be considered.
- Application materials will not be sent to candidates nor received by the Human Resources Department via FAX.
- All materials in your file become District property, will not be returned, and will be considered for this vacancy only.
- Only timely and complete application materials will receive consideration.
- Meeting the minimum qualifications for a position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed.
- Current employees who are applying for a position should be aware that material from their personnel files will not be included as part of the application packet, and they should, therefore, provide information on past and present employment in the same degree.