CLASSIFICATION: POLICE CADET I, II, III, and IV

PROFILE:

The Cerritos College Police Department is comprised of 14 sworn police officers and a civilian support staff of about 50 employees. It is responsible for providing police services in a large community college in southeast Los Angeles County. The college has an average enrollment of 22,000 students and has approximately 1,200 part-time and full-time employees on a 135 acre campus. The Department is committed to providing access to services which support and enhance student success in a safe campus environment.

DEFINITION:

Under supervision of the Chief of Police or designee, Police Cadets perform a variety of duties to assist the department in meeting its goal of providing a safe environment to facilitate the education of students.

EXAMPLE OF DUTIES:

CADET I:

Patrol assigned parking lots by foot or bicycle as assigned; Issue accurate and complete parking citations; staff observation towers, remaining alert to suspicious activity; Direct parking lot traffic and emergency vehicles on campus; Report criminal/suspicious activity to Police Dispatch; Assist Staff, Students and Visitors with general information requests; Provide Safety Escorts; Perform other related duties as assigned.

CADET II:

Perform all duties of Cadet I; Provide fingerprint services as assigned; Maintain accurate records; Patrol campus via electric cart as assigned; Provide public assistance for vehicle problems in College parking lots; Unlock, lock and secure buildings, offices and other facilities as assigned.

CADET III:

Perform all duties of Cadet I & II; Produce complete and accurate crime and non-crime reports; Accurately maintain a Daily Activity Log; Staff Dispatch Center for relief/shift coverage; Assist in providing supervision of Cadet I and Cadet II personnel.
CADET IV:

Performs all duties of Cadet I-III; Assists and participates in the training and evaluation of subordinate cadets; Schedules subordinate cadets for adequate staffing of a variety of college events; Assists in the collection, transport and accurate accounting of money from parking meters and permit dispensers.

EMPLOYMENT STANDARDS:

Education and Experience

CADET I:
High School graduation or equivalent.

CADET II:
Minimum of six (6) months experience as Cadet I or equivalent. Satisfactory completion of AJ 105 (Community Relations) or equivalent from an accredited college or university.

CADET III:
Minimum of six (6) months experience as Cadet II or equivalent. Satisfactory completion of AJ 102 (Concepts of Criminal Law), AJ 202 (Substantive Law), AJ 91 (Report Writing) and English 52 (Introduction to College Composition) or higher from an accredited college or university.

CADET IV:
Minimum of one (1) year experience as Cadet III or equivalent; Proven leadership ability as determined by a committee consisting of the Chief of Police, Captain, Sergeants, and Parking Coordinator.

Knowledge and Abilities (all Cadet positions)

Ability to walk or stand in place for up to 8 hours; Ability to safely operate a bicycle for up to 8 hours; Ability to sit and remain observant for up to 8 hours; Ability to effectively interact with the public with tact and courtesy; Ability to work effectively with hostile or abusive people while remaining calm and professional; Ability to work outdoors in all weather conditions; Ability to learn and satisfactorily perform all assigned job duties and responsibilities; Ability to communicate effectively verbally and in writing. Cadet IV personnel must have the ability to provide instruction and/or training to individual or groups of cadets in an effective manner.

Additional Requirements

All Cadets must meet background and character qualifications as determined by the Campus Police Department policies and procedures.

All Cadets will be required to be fingerprinted for a criminal history report through the State Department of Justice; produce an original social security card, and submit negative TB test results (must be within the past four years) prior to date of hire.
CONDITIONS OF EMPLOYMENT:

SALARY:  
- CADET I - $8.00 HOUR  
- CADET II- $9.25 HOUR  
- CADET III- $10.50 HOUR  
- CADET IV- $11.75 HOUR

- Assignments are contingent upon District need.  
- Assignments include days, evenings, and occasional weekend hours.

APPLICATION PROCEDURE:

Interested applicants must submit:

- An hourly employment application;  
- A résumé of educational background and experience;  
- A list of a minimum of two previous employers including names, addresses and phone numbers and email addresses, if possible.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

Human Resources  
Cerritos College  
11110 Alondra Blvd.  
Norwalk, CA 90650-6298

Or by fax at (562)467-5003

APPLICATION DEADLINE

Applications will be accepted on a continuous basis until all openings are filled. These positions may close at any time. All applications will be reviewed and applicants will be notified when screening is completed. It is the applicant’s responsibility to ensure that application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the scheduled date of interview.

FOR APPLICATION INFORMATION

Telephone: (562) 860-2451, ext. 2284  
Web Site: http://www.cerritos.edu  
Human Resources Hours: 8:00 AM – 4:30 PM (Monday – Friday)