Police Officer
(2 Positions)

University Police Department
Job #20-37

Revised Review Date: Tuesday, February 2, 2021 (Open Until Filled)

(Job #20-37) Police Officer, $4,682-$7,235/month. Appointments are typically made at the beginning of the salary range. This recruitment is for two full-time, benefitted, 12-month positions with one-year probationary periods in the University Police Department. The Humboldt State University Police Department (UPD) invites full-time entry level and lateral police officers to apply. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: We are seeking interested candidates who are recent California POST academy graduates still eligible for employment as a California peace officer, and lateral California police officers. Police Officers may routinely work evening, night and weekend shifts, and all officers can be required to work mandatory overtime assignments, to attend off-site training and to provide mutual aid to other agencies or locations, based on the needs of the department, and with little or no notice.

Additionally, UPD will establish a pool, keeping qualified applicants on file until 6/30/2021 to be used in the event that additional Police Officer positions become available.

Duties: Police Officers are the primary representatives of the Humboldt State Police Department, directly responsible for delivery of public safety and law enforcement services on and near the campus and other properties owned, controlled or occupied by the University. Police Officers work under the supervision of, and report directly to, a Sergeant of Police or
Lieutenant. Police Officers must work independently as well as collaboratively, carrying out instructions and self-initiating activity in a manner consistent with law, regulations, department policies and standard procedures. Police Officers engage in preventative patrols on foot, bicycle, and by vehicle, and respond to calls for service from University affiliates and the general public. They make arrests, conduct thorough investigations, prepare necessary documentation and testify in court. They maintain custody of and arrange for the proper disposition of evidence, contraband and lost & found property. Police Officers may work with civilian and other law enforcement agencies to provide for security and safety of persons and property at University ceremonies and events, and serve as a proactive resource to a uniquely diverse community.

Minimum Qualifications: Applicants must be able to meet the following:

- Meet all employment standards set by Peace Officer Standards and Training (P.O.S.T.) and the California State University (CSU)
- High School Diploma or equivalent
- Graduation from a Peace Officer Standards and Training (P.O.S.T.) academy and a Basic Course Certificate
- Possess a working knowledge of public safety, law enforcement methods, and crime prevention
- Must possess a valid California Class C Driver’s License and a satisfactory driving record
- Two or more years of active law enforcement experience
- Applicant must be at least 21 years of age at time of hire
- Must be a U.S. Citizen
- Applicant must not have been convicted of a felony

Required Knowledge, Skills, and Abilities: The ideal candidate will have demonstrated a detailed and fundamental knowledge of modern police methods, practices, and techniques with particular emphasis on the university environment; skills in working as part of a diverse team; ability to motivate others to effectively achieve department goals and objectives; ability to establish and maintain cooperative working relationships with department members, neighboring agencies, and the campus community; possess excellent interpersonal skills and organizational skills; the ability to effectively communicate, orally and in writing to all levels of the organization; knowledge of relevant university-wide police policies and procedures; a strong commitment to cultural, gender and racial diversity, professional ethics and integrity, and understanding of and commitment to community-oriented policing, a self-starting and self-motivated work ethic, and a reliable attendance record. Applicant must be able to complete a Field Training Program.

Preferred Qualifications:
- Past experience in campus law enforcement
- Past experience as a law enforcement trainer/instructor
- POST Intermediate, or Advanced Certificate
- Bachelor’s Degree in related field
- Bilingual skills

METHOD OF SELECTION:

The recruitment process may include any or all of the following: written examination, oral interview, physical agility examination, and Chief's interview prior to any conditional offer of employment.

The candidate is required to complete a POST background check, drug test, physical examination, and psychological examination, prior to assuming this position. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the
background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**Application Procedure**: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: [https://forms.humboldt.edu/employment-history-form](https://forms.humboldt.edu/employment-history-form); NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).
- *If a lateral candidate, the application must include proof of graduation from a California POST law enforcement academy or a copy of the applicant’s California POST Basic Certificate.*

**CLICK HERE TO APPLY NOW**: [http://apply.interfolio.com/82304](http://apply.interfolio.com/82304)

**Application Deadline**: This position is open until filled. The next review date will be on Tuesday, February 2, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Humboldt State University’s Flickr page.