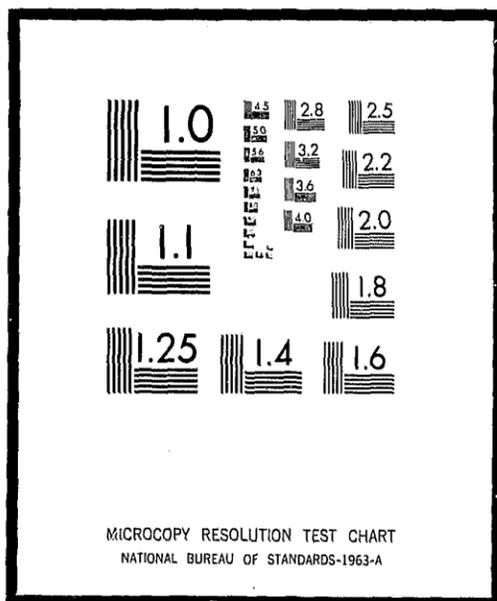


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U.S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE  
WASHINGTON, D.C. 20531

Date filmed 5/9/75

#00996.00.000670  
 ACCESSION NUMBER: 00996.00.000670  
 TITLE: CAREER OPPORTUNITIES IN LAW ENFORCEMENT - INFORMATION TRAINING  
 PUBLICATION DATE: 690819  
 AUTHOR(S): ANON  
 NUMBER OF PAGES: 48  
 ISSUING AGENCY: CA COMM ON PEACE OFFICER STANDARDS AND TRAINING  
 SPONSORING AGENCY: LEAA  
 GRANT/CONTRACT: 232  
 SUBJECT/CONTENT: POLICE MANAGEMENT  
 TRAINING  
 POLICE  
 CAREER DEVELOPMENT  
 POLICE SCIENCE EDUCATION  
 DEGREE PROGRAMS  
 LAW ENFORCEMENT EDUCATION

ANNOTATION:  
BOOKLET FOR USE AS A LAW ENFORCEMENT CAREER INFORMATION GUIDE.

ABSTRACT:  
 IT WAS DESIGNED PRIMARILY FOR STUDENTS WHO MAY BE INTERESTED IN A CAREER IN LAW ENFORCEMENT AND TO ASSIST SCHOOL COUNSELORS AND TEACHERS IN ANSWERING QUESTIONS RAISED BY STUDENTS ABOUT A LAW ENFORCEMENT CAREER. THERE IS A CRITICAL NEED FOR QUALIFIED YOUNG MEN AND WOMEN IN THE VARIOUS FIELDS OF LAW ENFORCEMENT. SOME OF THE FACTORS WHICH ACCOUNT FOR THIS NEED ARE RAPID POPULATION GROWTH, HIGHER POLICE RECRUITMENT STANDARDS, INCREASES IN CRIME, AND EARLY RETIREMENT OF POLICEMEN. DESPITE THE CRITICAL NEED FOR NEW PEACE OFFICERS THE ENTRANCE STANDARDS ARE HIGH AND WILL BECOME EVEN HIGHER. LAW ENFORCEMENT TODAY IS CHANGING TO ACCOMMODATE THE NEEDS OF A CHANGING SOCIETY. THE MODERN POLICE PROFESSION EMPHASIZES A HIGH LEVEL OF TRAINING AND EDUCATION. SCIENCE AND TECHNOLOGY AND THE SOCIAL SCIENCES ARE STRESSED WITH AN EMPHASIS ON THE COMPLEXITY OF TODAY'S SOCIETY AND THE ROLE OF THE POLICE IN PREVENTING AND CONTROLLING CRIME. THERE HAS BEEN A DRAMATIC GROWTH IN NEW COLLEGE PROGRAMS, YET THE DEMAND FOR QUALIFIED POLICE APPLICANTS STILL OUTPACES THE SUPPLY. A LARGE NUMBER OF AGENCIES NOW SELECT ONLY APPLICANTS WHO HAVE HAD COLLEGE TRAINING. MANY AGENCIES REQUIRE THE APPLICANT TO POSSESS AT LEAST AN ASSOCIATE IN ARTS DEGREE AND OTHERS REQUIRE A BACCALAUREATE DEGREE.

**CAREER OPPORTUNITIES  
IN LAW ENFORCEMENT**

CAREER OPPORTUNITIES  
IN  
LAW ENFORCEMENT

\*\*\*\*\*

Information Booklet

Commission on Peace Officer Standards and Training



August 19, 1969

"There is no grievance that is a fit object  
for redress by mob law."

Abraham Lincoln

\* \* \* \*

"Wherever law ends, tyranny begins."

Locke

\* \* \* \*

"The police officer in the days to come  
will have more to do with the future of  
our cities than any other man."

Thomas Reddin  
Chief of Police (Retired)  
Los Angeles

## ACKNOWLEDGEMENTS

The advice and assistance provided by Mr. Jack MacArthur, Police Science Department, Modesto Junior College, in the preparation of this booklet is gratefully acknowledged.

This is a project of the California Law Enforcement Recruitment Program which is supported by a special grant from the United States Department of Justice, Office of Law Enforcement Assistance.

# Law Enforcement Code of Ethics

**As a Law Enforcement Officer,** *my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.*

**I will** *keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.*

**I will** *never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.*

**I recognize** *the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.*

A MESSAGE FROM THE CHAIRMAN OF THE  
CALIFORNIA COMMISSION ON  
PEACE OFFICER STANDARDS AND TRAINING

There is a critical need for qualified young men and women in the various fields of law enforcement. Some of the factors which account for this need are rapid population growth, higher police recruitment standards, increases in crime, and early retirement of policemen.

Despite the critical need for new peace officers the entrance standards are high and will become even higher.

Law enforcement today is changing to accommodate the needs of a changing society. The modern police profession emphasizes a high level of training and education. Science and technology and the social sciences are stressed with an emphasis on the complexity of today's society and the role of the police in preventing and controlling crime.

There has been a dramatic growth in new college programs, yet the demand for qualified police applicants still outpaces the supply. A large number of agencies now select only applicants who have had college training. Many agencies require the applicant to possess at least an associate in arts degree and others require a baccalaureate degree.

This booklet has been prepared by the Commission on Peace Officer Standards and Training for use as a career information guide. It was designed primarily for students who may be interested in a career in law enforcement and to assist school counselors and teachers in answering questions raised by students about a law enforcement career.

If you have questions that are not answered in this booklet, contact the nearest college or junior college police science program, your local law enforcement agency, or the Commission on Peace Officer Standards and Training.



EARL R. STRATHMAN

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## A CAREER IN LAW ENFORCEMENT

### INTRODUCTION

The Law Enforcement Profession needs persons of intelligence, maturity and high moral standards who can learn and develop the ability to apply the scientific and human relations' techniques so essential to the practice of their profession. One of the officer's most important attributes is knowledge about human relations and how best to apply this knowledge so as to enable him to receive complete support from the citizens of his community.

Studies have shown that the modern law enforcement officer is better trained and educated than at any other time in history. Many departments not only encourage their officers to continue their education, but also provide special incentives in the form of tuition payments and extra pay when specified educational objectives are achieved. The range of modern police science is so broad that many peace officers devote a major portion of their career to specialized areas such as narcotics, juvenile work, polygraph operation, administration, and records.

Law enforcement is an exciting and challenging occupation. Every day brings new and stimulating experiences which tax the peace officer's judgment and common sense to the utmost.

One educator, who has had a close look at police problems, is Professor Frank Remington of the University of Wisconsin. He said this about police officers assigned to congested, high crime-prone areas:

"These officers are called upon to make highly sophisticated judgments having a major impact upon the lives of the individuals involved. Such judgments are not mechanical in nature; they are every bit as complicated as the decisions made by any of the behavioral scientists, and in many instances are more difficult because they must be made under the pressure of immediate circumstances."

The famous Dr. Karl Menninger has stated that law enforcement is an extremely difficult profession that requires the talents of superior, well-educated personnel. Dr. Edward L. Barrett, Dean of the School of Law, University of California, and Director of the Criminal Justice Center at the Davis Campus, recently stated:

"The job we ask the policeman to do is one of the most difficult and sophisticated in society."

The major duties and responsibilities of the law enforcement officer are protection of life and property, preservation of the peace, prevention of crime, detection and apprehension of violators, safeguarding the rights of citizens, and the enforcement of law and ordinances. These duties and responsibilities are carried out by peace officers in over 40,000 law enforcement agencies throughout the fifty states.

Upon completion of college, the chances for a position in law enforcement are excellent and the future looks very bright for job opportunities in one of the many specialized fields of law enforcement. Most police departments are increasing their complement of sworn officers each year. At the same time an increasing number of police agencies are permitting retirement at an age which allows the retiring officers to embark on a second career. Aside from the sharp growth in newly authorized police positions, approximately 4,000 police recruits are needed annually just to maintain the present force of sworn officers in California.

Unquestionably, possession of a college degree will enhance a person's chances for promotion in a law enforcement agency. Many agencies are now setting higher educational requirements for promotion. Ever more agencies will do so until higher educational requirements for promotion will be universal.

The President's Commission on Law Enforcement and the Administration of Justice noted in the Task Force Report, The Police:

"It can no longer be assumed that the affairs of a police department can be administered effectively by a person whose single qualification is extensive police experience. With few exceptions, the completion of 4 years at a college or university is a minimum requirement for top administrative and staff positions in other branches of government. No less should be demanded of administrative and supervisory personnel in our police departments. The need for an influx of trained or experienced persons possessing college credentials into top management positions is a current and critical one. Although the educational requirements for many supervisory and middle management positions may have to be increased progressively -- in the same manner as for the police officer and the police agent -- a baccalaureate degree requirement should immediately be established for all future chief administrators."

The law enforcement officers' code of ethics appears in the front of this book. The prospective police candidate should carefully read, understand and be prepared to live up to every facet of this code before he decides to become a peace officer.

POSITIONS IN LAW ENFORCEMENT AND RELATED FIELDS

The greatest need is for city police, deputy sheriffs and State traffic officers, however, other law enforcement positions are also available. College training could lead to a career in one of the many law enforcement positions listed.

Local Positions

Positions performing law enforcement duties at the local level include police employed by incorporated cities and deputy sheriffs working in sheriffs' departments in the 58 counties. These agencies employ over 30,000 law enforcement officers.

Command and Supervisory Positions:  
Sheriff or Chief of Police; Undersheriff or Assistant Chief, Inspector, Captain, Lieutenant, and Sergeant.

Operational and Specialized Positions:  
Patrolman, Police Officer or Traffic Officer  
Juvenile Officer  
Detective  
Civil Officer (sheriff department only)  
Polygraph Examiner  
Criminalist  
Crime Lab Technician  
Identification Officer  
Traffic Officer  
Records Officer  
Radio Operator  
Police Clerk

District Attorneys: 58 district attorneys' offices  
Criminal Investigator  
Welfare Investigator

State Positions

The State employs a great many persons who perform a wide variety of law enforcement and law enforcement related duties as listed below:

California Highway Patrol:  
Assistant Commissioner  
Supervising Traffic Inspector  
State Traffic Inspector  
State Traffic Captain  
State Traffic Lieutenant  
State Traffic Sergeant  
State Traffic Officer

Department of Alcoholic Beverage Control:  
Supervising Special Investigator  
Enforcement Supervisor  
Special Agent

Department of Employment:  
Chief Special Investigator  
Supervising Special Investigator II  
Supervising Special Investigator I  
Senior Special Investigator  
Special Investigator  
Investigator Trainee

Department of Fish and Game:  
Chief, Wildlife Protection Branch  
Patrol Inspector  
Patrol Captain  
Fish and Game Patrol Boat Captain  
Fish and Game Patrol Boat Lieutenant  
Fish and Game Warden

Department of General Services:  
State Policeman Officer  
State Police Captain  
State Police Lieutenant  
State Police Sergeant  
Police Security Officer

Department of Investment:  
Chief Investigator  
Supervising Special Investigator III  
Supervising Special Investigator II  
Supervising Special Investigator I  
Senior Special Investigator  
Special Investigator

Department of Justice:

Bureau of Criminal Identification and Investigation

Chief  
Assistant Chief  
Supervising Special Agent  
Special Agent II (Polygraph Examiner)  
Special Agent I  
Supervising Criminalist  
Criminalist  
Forensic Chemist

Bureau of Narcotic Enforcement

Chief  
Assistant Chief  
Area Supervisor  
Field Supervisor  
Senior Narcotic Agent  
Narcotic Agent  
Narcotic Agent Trainee

Department of Professional and Vocational Standards:

Special Investigator  
Investigator Trainee  
Inspector

Department of Youth Authority:

Delinquency Prevention Consultant  
Correctional Counselor  
Parole Agent (men and women)

Office of the Chancellor of the California Community Colleges:

Supervisors of Peace Officer Training

State Police

Chief, California State Police Division  
State Police Inspector  
Captain  
Lieutenant  
Sergeant  
Police Officer  
Policeman

University of California

Campus Police Officer

In addition to the thousands of persons charged with a policing, re-habilitative, or an investigational function, potential employment opportunities will also be found in the following positions:

College Security Officer  
Harbor and Port Security Police Officer  
School District Security Police Officer  
Insurance Investigator  
Airport Security Police Officer

Federal Law Enforcement Positions

Department of Health, Education & Welfare:

Criminal Investigator (Food and Drug)

Department of Justice:

Special Agent, Federal Bureau of Investigation  
Immigration Patrol Inspector  
Criminalist  
Agent-Bureau of Narcotics & Drug Abuse Control

Federal Court System:

Marshal

Federal Prison System:

Correctional Officer  
Correctional Counselor

Treasury Department:

Customs Agent  
Customs Port Investigator  
Inspector (I. R. S. - Internal Security)  
Secret Service Agent  
Special Agent (Intelligence)

The Defense Department also has various Criminal Investigation and Counter-Intelligence positions available to qualified persons.

## SALARIES AND BENEFITS

### Entry Level

Although salaries vary among law enforcement agencies, most law enforcement and criminology positions start at about \$8,000 and pay up to \$12,000 per year.

The peace officer normally works between forty and forty-eight hours per week. However, during emergency conditions, the work week may be much longer.

In general, most agencies provide employees with liberal fringe benefits that include:

1. Nine to twelve paid holidays per year.
2. Annual paid vacation - 2 to 4 weeks.
3. Approximately twelve working days paid sick leave per year (some with unlimited accumulation).
4. Periodic pay increases.
5. Group life and health insurance (Most employers pay all or a large portion of the premium).
6. Liberal retirement.
7. Social Security benefits.
8. Overtime pay or time off.

### Supervisory, Administrative, and Command Level

Supervisory position (sergeant and lieutenant) salaries begin at about \$10,000 and reach, on the average, about \$14,000 annually.

Administrative and command positions (Captain, Inspector, Deputy Chief and Chief) begin at about \$15,000 and may go as high as \$35,000 annually in some large jurisdictions.

Salaries generally compare favorably with the salaries paid other local State and Federal governmental officials of similar rank, but the fringe benefits enjoyed by peace officers are generally superior.

## HIGH SCHOOL PREPARATION

The person interested in following a law enforcement career should begin his preparations while still in high school. Although there are no specific police training programs offered at the high school level, there are certain courses which would form a valuable academic foundation for college police training. Toward this end, the student should include as many of the following courses as possible in his high school program or in his extra curricular activities:

Social Studies  
English  
Speech  
Typing  
Science (biological and physical)

The law enforcement officer becomes involved in many different situations and deals with all kinds of people. The broader his knowledge, the more effective he will be in the performance of his duties.

It is most important for a young man who aspires to a career in law enforcement to establish his good character and integrity. Before he can be employed by any agency, a searching inquiry will be made into his background with particular attention paid to factors concerning his moral character, sobriety, and overall integrity. Weaknesses found in these character traits will almost certainly act as a barrier to his employment.

## HOW TO ENTER COLLEGE LAW ENFORCEMENT TRAINING

### Are You Qualified?

Those interested in law enforcement work should first determine if they possess the necessary qualifications. Specific qualifications vary from department to department, but generally the following will apply to most police agencies:

1. Height requirements are from 5'7" minimum to 6'8" maximum. (For policewomen: 5'3" minimum). There are no height requirements in many positions allied to regular police work.
2. Weight must be in proper proportion to height.
3. 20/20 vision or 20/70 vision corrected to 20/30 in each eye, normal color vision and normal hearing.
4. Above average intelligence.
5. Shall not have been convicted of an offense which could be punished as a felony.
6. Good moral character as determined by a thorough background investigation.

After determining that he has the basic qualifications needed to become a peace officer, the student should contact his high school counselor regarding the entrance requirements of the college, university, or junior college of his choice. He should familiarize himself with the school's police program and its graduation requirements.

After the student's interest is made known to the counselor, a conference should be arranged between the student and a college police program coordinator. The college coordinator will present a detailed description of law enforcement work and college police training to assist the student in deciding whether or not he wants to pursue a law enforcement career.

The student should know as much as possible about police employment and the college training program before deciding to select police science as a major subject. It is essential for the good of the student and of the police profession that those entering the service have an objective view of the advantages and disadvantages of such work.

After high school graduation, the student should make formal application for enrollment to one of the schools offering a police science or related curriculum.

Most college police programs require a separate application in addition to the regular application for admission to college. The special police application should be submitted several weeks prior to the beginning semester.

### Police Course of Study

College police programs vary in their course titles, course content, and in the number of courses offered. However, a "standardized core of courses" establishing a lower division police program has generally been adopted by most schools. The upper two-year program in the four-year colleges and universities vary according to the specialized instruction offered.

Police Science and Criminology  
Programs in California

Most of the colleges listed offer a degree program in police science, law enforcement, criminology or closely related subjects. A few offer only selected courses in criminology or police science.

JUNIOR COLLEGES

Allan Hancock College  
800 S. College Drive  
Santa Maria, Calif. 93454

Antelope Valley College  
3023 West Avenue K  
Lancaster, Calif. 93534

Bakersfield College  
1801 Panorama Drive  
Bakersfield, Calif. 93305

Cabrillo College  
6500 Soquel Drive  
Aptos, Calif. 95003

Cerritos College  
11110 East Alondro Blvd.  
Norwalk, Calif. 90650

Chabot College  
25555 Hesperian Blvd.  
Hayward, Calif. 94545

Chaffey College  
5885 Haven Avenue  
Alta Loma, Calif. 91701

Citrus Junior College  
11824 E. Foothill Blvd.  
Azusa, Calif. 91702

Compton College  
1111 East Artesia Blvd.  
Compton, Calif. 90221

Contra Costa College  
2600 Mission Bell Drive  
San Pablo, Calif. 94806

De Anza College  
21250 Stevens Creek Blvd.  
Cupertino, Calif. 95014

Desert, College of the  
43500 Monterey Avenue  
Palm Desert, Calif. 92260

Diablo Valley College  
321 Golf Club Road  
Pleasant Hill, Calif. 94523

East Los Angeles College  
5357 East Brooklyn Avenue  
Los Angeles, Calif. 90022

El Camino College  
16007 S. Crenshaw Blvd.  
Via Torrance, Calif. 90506

Foothill College  
12345 El Monte Road  
Los Altos Hills, Calif. 94022

Fresno City College  
1101 University Avenue  
Fresno, Calif. 93704

Fullerton Junior College  
321 East Chapman Avenue  
Fullerton, Calif. 92632

Gavilan College  
5055 Santa Teresa Blvd.  
Gilroy, Calif. 95020

Glendale College  
1500 N. Verdugo Road  
Glendale, Calif. 91208

Golden West College  
15744 Golden West Street  
Huntington Beach, Calif. 92647

Grossmont College  
8800 Grossmont College Drive  
El Cajon, Calif. 92020

Hartnell College  
156 Homestead Avenue  
Salinas, Calif. 93901

Imperial Valley College  
P. O. Box 158  
Imperial, Calif. 92251

Long Beach City College  
4901 East Carson Street  
Long Beach, Calif. 90808

Los Angeles City College  
855 N. Vermont Avenue  
Los Angeles, Calif. 90029

Los Angeles Harbor College  
1111 Figueroa Place  
Wilmington, Calif. 90744

Los Angeles Valley College  
5800 Fulton Avenue  
Van Nuys, Calif. 91401

Marin, College of  
Kentfield, Calif. 94904

Mira Costa College  
Barnard Drive  
Oceanside, Calif. 92054

Miramar College  
10440 Black Mountain Road  
San Diego, Calif. 92128

Merritt College  
5714 Grove Street  
Oakland, Calif. 94609

Modesto Junior College  
College Avenue  
Modesto, Calif. 95350

Monterey Peninsula College  
980 Fremont  
Monterey, Calif. 93940

Moorpark College  
7075 Campus Road  
Moorpark, Calif. 93021

Mount San Antonio College  
1100 North Grand Avenue  
Walnut, California 91789

Mount San Jacinto College  
P. O. Box 248  
Gilman Hot Springs, Calif. 92340

Napa College  
2277 Napa-Vallejo Highway  
Napa, Calif. 94558

Ohlone College  
P. O. Box 909  
Fremont, Calif. 94537

Orange Coast College  
2701 Fairview Road  
Costa Mesa, Calif. 92626

Palo Verde College  
811 W. Chanslor Way  
Blythe, Calif. 92225

Pasadena City College  
1570 E. Colorado Blvd.  
Pasadena, Calif. 91106

Redwoods, College of the  
1040 Del Norte Street  
Eureka, Calif. 95501

Rio Hondo Junior College  
3600 Workman Mill Road  
Whittier, Calif. 90601

Riverside City College  
3650 Fairfax Avenue  
Riverside, Calif. 92506

Sacramento City College  
3835 Freeport Blvd.  
Sacramento, Calif. 95822

Saddleback College  
26522 Crown Valley Parkway  
Mission Viejo, Calif. 92675

San Bernardino Valley College  
701 South Mt. Vernon Avenue  
San Bernardino, Calif. 92403

San Diego City College  
1425 Russ Blvd.  
San Diego, Calif. 92101

San Francisco, City College of  
50 Phelan Avenue  
San Francisco, Calif. 94112

San Joaquin Delta College  
3301 Kensington Way  
Stockton, Calif. 95204

San Jose City College  
2100 Moorpark Avenue  
San Jose, Calif. 95114

San Mateo, College of  
1700 West Hillsdale Blvd.  
San Mateo, Calif. 94402

Santa Ana College  
1530 W. 17th Street  
Santa Ana, Calif. 92706

Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, Calif. 93105

Santa Monica City College  
1815 Pearl Street  
Santa Monica, Calif. 90406

Santa Rosa Junior College  
1501 Mendocino Avenue  
Santa Rosa, Calif. 95401

Sequoias, College of the  
Mooney Blvd.  
Visalia, Calif. 93277

Shasta College  
Old Oregon Trail at Highway 299E  
Redding, Calif. 96001

Sierra College  
5000 Rocklin Road  
Rocklin, Calif. 95677

Siskiyou, College of the  
800 College Avenue  
Weed, Calif. 96094

Solano College  
100 Whitney Avenue  
Vallejo, Calif. 94590

Southwestern College  
5400 Otay Lakes Road  
Chula Vista, Calif. 92010

Ventura College  
4667 Telegraph Road  
Ventura, Calif. 93003

West Valley College  
44 E. Latimer Avenue  
Campbell, Calif. 95008

Yuba College  
Beale Road at Linda Avenue  
Marysville, Calif. 95901

#### FOUR YEAR COLLEGES

California State College at Los Angeles  
5151 State College Drive  
Los Angeles, California 90032

California State College at Long Beach  
6101 Seventh Street  
Long Beach, California 90804

Fresno State College  
Shaw & Cedar Avenues  
Fresno, California 93726

Sacramento State College  
6000 Jay Street  
Sacramento, California 95819

San Diego State College  
5402 College Avenue  
San Diego, California 92115

San Jose State College  
125 S. Seventh Street  
San Jose, California 95114

#### UNIVERSITIES

University of California at Berkeley  
815 Santa Barbara Road  
Berkeley, California 94707

University of Southern California  
Civic Center Campus  
206 South Spring Street  
Los Angeles, California 90012

John F. Kennedy University  
1124 Ferry Street  
Martinez, California 94553

University of California at  
Davis  
Administration of Criminal  
Justice Department  
Davis, California 95616

University of California at  
Santa Cruz  
Cook House  
Santa Cruz, California 95060

PART I I

CITY & COUNTY  
LAW ENFORCEMENT POSITIONS  
DESCRIPTIONS

For further information on city and county employment positions contact:

- \* City police or personnel department.
- \* County sheriff or personnel department.
- \* Peace Officer Standards and Training.
- \* Local junior college police science program.
- \* College and university police science program.

POLICE OFFICER

The police officer is responsible for an assigned area for the prevention of crime and the enforcement of traffic laws and regulations. He responds to radio and telephone dispatches and appears at scenes of crime or disturbances; notes and reports traffic hazards; assists in the orderly regulation and flow of traffic; controls traffic at scenes of emergencies; investigates and prepares reports on accidents, offenses and damages to property; gives directions and information; makes complicated decisions in exercising the discretionary authority to arrest; issues citations; gives verbal warnings; prepares reports on arrests and property impounded; directs traffic; makes security inspections of property; inspects establishments providing alcoholic beverages and entertainment; intervenes in private or public disputes to protect the public and maintain the peace; renders first aid and requests medical assistance, when necessary; appears in courts as a witness; transports prisoners; assists in the investigations of crimes involving adults or juveniles; investigates complaints; advises other agencies of government to take needed action in emergencies and civic responsibilities; participates in training conferences and programs; writes a log of activities and case reports; continues his education.

DEPUTY SHERIFF

The duties of the deputy sheriff are similar to those performed by the police officer, and in addition he may serve legal papers such as subpoenas, summons, complaints, and writs of attachment, execution and restitution; conducts or assists in sales of attached property; collects fees due the County; serves warrants and makes arrests; receives and banks bail. He may serve as a court bailiff and conduct prisoners to and from court, guard them while in court, and maintain order in court; may serve as jailer and supervise conduct of prisoners, work of trustees and conferences between prisoners and visitors. He may book prisoners; take custody of their property; keep records of bookings; release, transfer, and other functions of the jail; and prepare prisoners for court.

CRIMINALIST

In most cases a criminalist is a highly-trained special employee serving with a large city police department or county sheriff's department. He performs technical and scientific tests on crime

evidence and testifies to the results of his test in court. He is assigned to work in a modern well-equipped crime laboratory. His work consists of chemical analysis, microscopic examinations, photographic techniques, medical analysis, plaster of paris and moulage, and operation of the spectrograph.

The criminalist may perform his work at the crime scene or in the crime laboratory. Criminalists are required to possess a university or college degree in criminalistics, chemistry, bio-chemistry, or a related subject. (See Criminalist, Bureau of Criminal Identification and Investigation job descriptions).

#### POLYGRAPH EXAMINER

The polygraph (lie detector) examiner is a specialist and in most cases assigned to the detective division of a police department or sheriff's department. He is usually required to have had experience in patrol work and criminal investigations and to possess some college training in the subjects of sociology and psychology. He must complete a lengthy course on the use of the polygraph in addition to normally required education and training.

The polygraph examiner interrogates persons with the aid of a polygraph. His primary purpose is to aid the regular criminal investigation staff. His major responsibility is to clear innocent persons who have had accusations made against them and to provide information which will aid criminal investigations. A person aspiring to be a polygraph examiner should have a background in physiology, chemistry, psychology and sociology. (See Law Enforcement Investigator job description).

#### CRIME LAB TECHNICIAN

A crime lab technician is assigned as assistant to the criminalist. A technician must possess the basic knowledge required of the criminalist. (See Criminalist job description).

#### IDENTIFICATION OFFICER

The identification officer assists detectives in the investigation of crimes; collects and processes evidence; applies fingerprint, photography and other identification techniques in tracing clues and securing evidence against law violators; classifies and compares fingerprints for identification purposes and maintains fingerprint card files; photographs accidents and other incidents; fingerprints and photographs

prisoners and maintains files and records of prisoners; develops, processes and prepares photographs; works with the F. B. I. and California Bureau of Identification and Investigation; appears in court to present evidence.

#### TRAINING OFFICER

The training officer must have a thorough working knowledge of the policing problems. He develops and implements training programs; prepares training guides and secures training assistance from other law enforcement agencies; maintains a continuous testing program designed to increase operating efficiency; administers the agency's participation in the Peace Officer Standards and Training Academy Program; serves as department personnel officer. In some departments he is responsible for the investigation of applications and works closely with the personnel department in recruiting, classifying and examining department personnel.

#### RECORDS OFFICER

Records officers are usually hired by medium size and large police and sheriff departments. The duties are similar to those required of the police clerk. (See Police Clerk job description).

#### RADIO OPERATOR

The duties are sometimes similar in nature to that of police clerk except a person designated as "radio operator" only may be required to handle desk and telephone complaints and to operate radio and teletype equipment. (See Police Clerk job description).

#### POLICE CLERK

The police clerk completes and types reports, arrest cards, and correspondence from rough drafts, marginal notes, or verbal instructions; checks, routes and files reports, correspondence, records and citations; answers inquiries from the public at the counter and by telephone; provides information in accordance with prescribed policies and regulations and obtains pertinent information regarding complaints; operates headquarter's radio and teletype equipment; may be required to operate mimeograph and ditto machines; maintains radio log; accepts bail and issues dance hall, gun and parking permits; keeps records; and does related work as required.

### JAILER AND BAILIFF

The bailiff receives prisoners from arresting officers for commitment to county jail and county honor farm; follows clearly established procedures to obtain information for jail records; photographs and fingerprints prisoners and assigns them to cells; releases prisoners from jail on proper authorization, and returns articles of clothing and other personal property which have been held in safe keeping; receives and reviews cash and surety bail bonds for correctness and legality before releasing prisoners to the custody of the bond maker; examines packages, letters, and other articles coming into the jail for the prisoners; makes a record of packages and letters received and removes contraband; conducts prisoner counseling within the county jail facilities, and actively participates in work rehabilitation and therapy programs; serves as bailiff in superior court; announces opening and closing of court sessions; and is responsible for the custody of all prisoners in court; transports judges and court officers to state hospitals to conduct hearings; transports prisoners from various prisons to conduct hearings; transports prisoners from various prisons and jails to the county courts. Performs related work as required.

### POLICEWOMAN

The policewoman apprehends women and juveniles suspected of committing crimes; assists detectives in surveillance and investigations and in the questioning of women and juveniles; searches, inspects, transports and has custody of female prisoners; refers juveniles to welfare authorities when home or other conditions are unsatisfactory; serves warrants and subpoenas and presents cases in court; prepares written reports of investigations in process and of work completed and does related work as required.

### CRIME PREVENTION OFFICER

The crime prevention officer reviews juvenile offender reports and determines the most suitable disposition, considering available services; refers habitual delinquents to County Probation Department and works closely in cooperation with the County Probation Officers; encourages police presentation of citizenship classes in elementary schools; develops and presents lectures on police rights and responsibilities, youth rights and responsibilities and the functions procedures of the juvenile court; explains juvenile delinquency problems to students and the public; aids schools in presenting narcotic and dangerous drug education programs; organizes and coordinates a student advisory committee on juvenile problems and police relations; identifies and maintains liaison with qualified counselors

and tutors among the various racial groups and youth groups; recruits to his aid religious counselors; prepares articles of public value and interest to be released to the news media periodically.

### CORONER'S INVESTIGATOR

The coroner's investigator inspects and investigates conditions and causes of deaths that appear to have occurred under unusual circumstances by examining bodies of deceased persons and the premises on which they are found; duties include location of next of kin, care of personal property, preparation of reports for coroner's inquests, and assistance to pathologists in autopsies.

### WELFARE INVESTIGATOR

This investigator conducts investigations of suspected fraudulent receipt of financial aid from a welfare department, locates and interviews suspected persons, absent parents, and witnesses and analyzes and evaluates their testimony; examines a variety of records to secure information concerning suspected violations; contacts and interviews individuals and representatives of businesses or governmental organizations; gathers, assembles, preserves, and reports facts, statements or affidavits and other evidence for use in legal action; interprets and explains the provisions of laws, rules or regulations related to the purpose of the investigation; makes arrangements for this repayment of funds; arranges for and obtains support payments from responsible persons; accounts for collected funds; on assignment, acts in liaison capacity between the Welfare Department and the District Attorney's Office and County Counsel's Office; prepares correspondence and reports.

### DEPUTY PROBATION OFFICER-TRAINEE

This is the entrance level class in the probation series that offers an opportunity for training and experience under close supervision to mature persons who are interested in probation work as a career.

Graduate students in majors such as Police Science, Criminology, Sociology, or Social Welfare may be appointed to Deputy Probation Officer-Trainee positions on a part-time basis with the salary prorated. For them, the required training program usually is extended over a nine-month to one-year period. After an accumulation of time equal to six months of full-time employment, they usually may compete in the examination for Deputy Probation Officer.

The training period includes regularly scheduled lectures and discussions, assigned reading, field trips to community social resources, and some regular work assignments under close supervision, such as investigation or supervision of a limited caseload of juvenile or adult probationers; assists other staff members in performing such duties as delivery of legal documents and transportation of juveniles; performs other work as required.

#### JUVENILE GROUP COUNSELOR

The juvenile group counselor works with and provides supervision for children in recreational, counseling, and other programs; maintains physical care and custody of children detained in juvenile hall; provides proper supervision of group living habits; conducts individual guidance program when necessary; keeps accurate records and makes detailed reports related to the work.

### PART III

#### STATE LAW ENFORCEMENT POSITIONS DESCRIPTIONS

The summarized job descriptions which follow set forth the specifications for some of the law enforcement positions that are found in California State Service. For the most part the positions described are the entry positions. In almost all cases promotional opportunities to other positions within the same field are available.

Some of these jobs, such as Investigator Trainee or Special Investigator, are used in several different State departments. Others are for a specific department only.

For more information regarding specific law enforcement positions in State Service, you should write to the:

California State Personnel Board  
801 Capitol Mall  
Sacramento, California 95814

### CORRECTIONAL OFFICER

In a correctional institution, conservation center, camp, parole facility or other custodial assignment, the correctional officer supervises the conduct of inmates or parolees in housing units, during meals and bathing, at recreation, in various testing procedures, and on work and other assignments, and escorts them to and from activities; stands watch on an armed post or patrols grounds, quarters, perimeter security walls and fences, or shops; oversees the work of a group of inmates; may participate as a leader in group counseling of inmates; may perform non-custodial duties as a minor part of a custodial assignment; makes reports of work performed.

Experience: Two years of full-time paid working experience. (Military service is considered as qualifying experience). (College training may be substituted for the required experience on a year-for-year basis).

and

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for a maximum of two years of the required education on a year-for-year basis).

### STATE TRAFFIC OFFICER

The state traffic officer, commonly referred to as a California Highway Patrolman, patrols highways on a motorcycle or in an automobile or is assigned to fixed post duty; stops drivers who are operating vehicles in violation of the Vehicle Code; when necessary, makes arrests and issues citations to appear in court; takes charge in cases of wrecks or other emergencies on the road; directs traffic; assists in miscellaneous activities such as motor vehicle registration and safety inspection; renders general assistance to the motoring public; assists local peace officers as assigned and makes arrests of criminal violators.

Education: Equivalent to completion to the twelfth grade. Persons appointed to positions in this class are given a formal and very thorough course of training at the California Highway Patrol Academy in Sacramento during the probationary period.

and

Special Physical Characteristics: Good health, sound physical condition; normal hearing; normal visual function and visual acuity, not less than 20/40 in each eye without correction and corrected to 20/20 in each eye; normal color vision; height not less than 5'9" and not more than 6'6"; weight proportional to age and height; waist measurement not in excess of the measurement of the chest in repose.

Age limits for participation in examination: 20-31 years.  
Minimum age for appointment: 21 years.

### GROUP SUPERVISOR

In a correctional school, a clinic, or a forestry camp of the Department of the Youth Authority, the group supervisor trains and supervises a group of boys or girls in work assignments and recreational activities, and instructs them in personal grooming and accepted social customs and behavior; maintains custody and necessary discipline; prepares reports on group and individual development.

Experience: Two years of full-time paid working experience (college training may be substituted for the required experience on a year-for-year basis).

and

Education: Equivalent to completion of the twelfth grade.

Special Physical Characteristics: Visual acuity of not less than 20/70 in each eye without correction and corrected to not less than 20/20 in one eye and 20/30 in the other, provided the defective vision is not due to active or progressive organic disease; and normal hearing.

Age limit for participation in examination - not to exceed 45 years. Minimum age for appointment - 21 years.

### INVESTIGATOR TRAINEE

The State of California investigator trainee receives training in specialized fields of investigation in the agency to which appointed and under close guidance applies them in assigned phases or work; interviews and consults with departmental officials and officers of other agencies; assists in gathering information, and in making special surveys, studies, and

investigations; checks a variety of records; interviews complainants and witnesses and receives statements; assists in locating persons and records; prepares reports; serves legal papers.

The class of investigator trainee is a recruiting and training class for persons qualified to learn the investigative methods or regulatory work of State agencies as a background for advancement in the State service. Promotion will be to the journeyman investigator level after training and experience.

Education: Equivalent to graduation from college within the last five years with specialization in police science, law enforcement, criminology, sociology, or related fields. (This time limitation is extended for a period equivalent to that spent in recognized military service during the last five years.) Registration as a senior in a recognized institution will admit applicant to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

#### STATE POLICEMAN

In California the State policeman patrols and guards State and/or rented properties such as buildings, groups of buildings, or grounds; maintains order on the premises; makes arrests when necessary and appears in court as required; directs traffic, enforces motor vehicle regulations, and issues citations when necessary; stops drivers operating vehicles in violation of the Vehicle Code; takes charge of situations in case of emergencies and accidents; guards buildings against the admission of undesirable or unauthorized persons; controls crowds during parades or other assemblies.

Education: Equivalent to completion of the twelfth grade.

Special Physical Requirements: Good health, sound physical condition, strength, endurance, and agility; normal hearing; normal visual function and visual acuity, not less than 20/40 in each eye without correction and corrected to 20/20; normal color vision; height not less than 5'8"; waist measurement not in excess of the measurement of the chest in repose. Minimum age for appointment - 21 years. Age limit for participation in examination not to exceed 40 years.

#### STATE POLICE OFFICER

The California State police officer patrols State buildings and grounds; controls crowds during disturbances and other assemblies; maintains order; makes arrests; investigates and prepares written reports on law violations, thefts, accidents, property damage, fires, and similar matters; appears in court as required; takes charge of situations in case of emergencies and accidents; directs and controls traffic; enforces parking regulations and issues traffic citations; directs and gives information to the public; administers first aid to injured persons.

Employees in this class are primarily concerned with maintaining law and order and protecting persons and property in State buildings when they are occupied or open to the public and require a high level of police protection. They are armed and perform their duties on foot or by motor patrol. They are on call during emergencies or special circumstances for the protection of the Governor, other constitutional officers, and the Legislature.

Education: Equivalent to completion of the twelfth grade.

Special Physical Requirements: Good health, sound physical condition; strength, endurance; and agility; normal hearing; normal visual function and visual acuity, not less than 20/40 in each eye without correction and corrected to 20/20 in each eye; normal color vision; height not less than 5'8"; waist measurement not in excess of the measurement of the chest in repose. Minimum age for appointment - 21 years. Maximum age for participation in examination - not to exceed 40 years.

#### JUNIOR MODUS OPERANDI ANALYST

The person analyzes and indexes information contained in reports of crimes and missing persons; searches files and records to make identifications based on the less difficult modus operandi factors; classifies, codes and files reports of criminal or crimes; maintains records and makes identifications of stolen property and firearms; assists higher level technicians in assembling and checking information on which to base an identification.

Education: Completion of at least two years of recognized course in police training at an accredited resident institution of collegiate grade.

or

Experience: One year of experience in technical police work with a government law enforcement agency; and

Education: Equivalent to completion of the twelfth grade.

#### NARCOTIC AGENT TRAINEE

The narcotic agent trainee receives training in the special techniques of narcotic law enforcement; assists in the more routine investigations of the alleged use or illegal manufacture, distribution, possession or sale of narcotic drugs, and secures evidence on violators or laws relating to narcotics; participates in raids to seize illegal narcotic supplies and arrests of narcotic law violators; assists in the prosecution of violators and serves as a witness in such cases.

Education: Equivalent to graduation from college within the last five years with specialization in police science, law enforcement, criminology, sociology, or related field. (This time limitation is extended for a period equivalent to that spent in recognized military service during the last five years.) Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

Special Physical Characteristics: Age limits for participation in examination: 20-35 years. Minimum age for appointment: 21 years.

#### FISH AND GAME WARDEN

The fish and game warden patrols an assigned area to prevent fish and game violations and to apprehend violators; investigates reported fish and game violations; issues citations, and makes arrests; investigates wildlife crop damage complaints; advises landowners on countermeasures and issues kill permits; inspects places where fish and game may be landed or stored and takes necessary action in cases of violations; trains and supervises the work of reserve wardens or assistants; may assist in the planning of controlled hunts and may patrol or operate a checking station in a controlled hunting area; may be assigned patrol duties aboard a fish and game boat; may perform scuba diving; collects and reports information on the condition of fish and wildlife and their habitat.

Experience: Two years of full-time paid experience in State or Federal fish and wildlife, park, conservation or forestry work in a field assignment; or

Two years of full-time paid law enforcement experience in a public jurisdiction; or

Three years of experience as a reserve warden for the California Department of Fish and Game.

Education: Equivalent to completion of the twelfth grade.

or

Education: Equivalent to completion of two years (60 semester hours) of college with courses in the biological sciences, fish and wildlife management, conservation, or police science. (Students in their second year of college will be admitted to the examination but must produce evidence of completion before they can be considered eligible for appointment.)

Physical Requirements: Sound physical condition; ability to swim at least 100 yards and ability to row a boat; strength, endurance, and agility; normal hearing; visual acuity of not less than 20/40 in each eye without correction and corrected to not less than 20/20 in both eyes provided the defective vision is not due to active or progressive organic disease; normal color vision; height not less than 5'8"; waist measurement not in excess of the measurement of the chest in repose; weight proportional to age and height. Age limits for participation in examination: 20-40 years. Minimum age for appointment: 21 years.

#### INSPECTOR I, DEPARTMENT OF PROFESSIONAL AND VOCATIONAL STANDARDS

The Inspector I makes inspections and investigations to enforce the provisions of the State laws such as those requiring the licensing of barbers, apprentices, barber shops and schools, cosmetologists, electrologists, instructors in cosmetology and electrology, cosmetology shops and schools, manicurists, dry cleaning shops and plants, spotters and pressers, fur and hat renovators, manufacturers, wholesalers, suppliers, and retailers of upholstered furniture or bedding of those items containing concealed filling materials, veterinary hospitals, yacht and ship brokerage firms, and electronic dealer records; investigates complaints in connection with alleged violations of law; writes investigation reports and maintains records of inspections and activities; maintains working relationships with law enforcement agencies; has wide contact with the public and assists the public by furnishing information concerning the particular acts within the Business and Professions Code.

Experience: Two years of experience with a governmental agency in one or a combination of the following:

1. Inspection of business establishments for compliance with laws, rules, regulations, and standards; or
2. In law enforcement which has included some investigation work.

Education: Equivalent to completion of the twelfth grade.

or

Education: Equivalent to completion of two years of college with at least 12 units in police science or criminology. (Students within one semester of completing the required two years of college will be admitted to the examination but must produce evidence of completion before they can be considered eligible for appointment.)

#### SPECIAL INVESTIGATOR

The special investigators are employed by the following State agencies: Department of Justice, Department of Alcoholic Beverage Control, Department of Employment, Department of Motor Vehicles, and Department of Professional and Vocational Standards. He makes independent investigations to detect or verify suspected violations of provisions of laws, rules, or regulations; examines a variety of records to secure or verify information concerning suspected violations and violators; interviews individuals and representatives of business or governmental organizations; investigates complaints; investigates the character of applicants for specialized licenses or permits; investigates suspected misuse of license or permit privileges; swears to complaints; serves legal papers; interprets and explains the provisions of laws, rules, or regulations.

Experience: One year of experience in the California State service either (a) performing the duties of an Investigator Trainee, or (b) on assignment as an Investigator in the Investigations Section of the Department of Motor Vehicles, or (c) on an investigation assignment in the Investigation Section of the Department of Employment.

#### PART IV

#### FEDERAL LAW ENFORCEMENT POSITIONS DESCRIPTIONS

The following are general descriptions of federal law enforcement and criminology positions. These positions have not been described in as much detail as have local and State categories. For further information on these and other federal law enforcement opportunities, contact one of the U. S. Civil Service Commission Regional Offices.

UNITED STATES CIVIL SERVICE COMMISSION REGIONAL OFFICES

ATLANTA REGION: Information Office: 275 Peachtree Street N. E.  
Mailing address; Atlanta Merchandise Mart, 240 Peachtree Street  
N. W., Atlanta, Ga., 30303; Puerto Rico Office -- Central Board  
of Examiners for Puerto Rico and the Virgin Islands, Room 300,  
Post Office Building, San Juan, P. R. Mailing address: Post Office  
Box 4512, San Juan, P. R., 00902.

BOSTON REGION: Post Office and Courthouse Building, Boston, Mass.,  
02109.

CHICAGO REGION: Main Post Office Building, Chicago, Ill., 60607.

DALLAS REGION: 1114 Commerce Street, Dallas, Tex., 75202.  
Branch Office -- Room 802, Federal Building South, 600 South  
Street, New Orleans, La., 70112.

DENVER REGION: Building 41, Denver Federal Center, Denver, Colo.,  
80225.

NEW YORK REGION: News Building, 220 East 42nd Street, New York,  
N. Y., 10017.

PHILADELPHIA REGION: Customhouse, Second and Chestnut Streets,  
Philadelphia, Pa., 19106.

ST. LOUIS REGION: 1256 Federal Building, 1520 Market Street, St.  
Louis, Mo., 63103. Branch Office -- Post Office and Customhouse  
Building, St. Paul, Minn., 55101.

SAN FRANCISCO REGION: Federal Building, Box 36010, 450 Golden  
Gate Avenue, San Francisco, Calif. 94102. Branch Office -- 714  
West Olympic Boulevard, Los Angeles, Calif., 90015. Hawaii  
Office -- Central Board of Civil Service Examiners for the Pacific  
Area, Room 352, Federal Building, Honolulu, Hawaii, 96813.

SEATTLE REGION: Room 302, Federal Office Building, First Avenue  
and Madison Street, Seattle, Wash., 98104. Branch Office -- Room  
246, Federal Office Building, 629 Fourth Avenue, Anchorage,  
Alaska, 99501.

CRIMINAL INVESTIGATOR, FOOD & DRUG  
ADMINISTRATION

Criminal investigators plan and conduct investigations relating to  
alleged or suspected violations of Federal laws. Criminal investi-  
gators in the Food and Drug Administration conduct on-site in-  
vestigations to determine the adequacy and acceptability of mer-  
chandising controls employed by the manufacturing, wholesale,  
and retail drug industry to prevent illegal diversion of habit-  
forming depressant and stimulant drugs. They are required to  
carry out under-cover assignments necessitating a high degree  
of independent judgment and resourcefulness in determining the  
most effective method for following up on leads, developing evi-  
dence and determining at which stage of the investigation to ap-  
prehend and arrest persons allegedly engaged in the illegal di-  
version of habit-forming barbiturate and amphetamine drugs  
and/or illegal trafficking in counterfeit drugs. They are required  
to prepare well-documented investigative reports that may be  
used as basis for court action, and testify and present evidence  
in court in a professional manner. They must be skilled in  
self-defense and proficient in the use of firearms.

AGENT, FEDERAL BUREAU OF INVESTIGATION

The Federal Bureau of Investigation has investigative jurisdiction  
over all matters in which the United States is or may be a party  
in interest, but for the purpose of economy and other administrative  
reasons, it gives investigative attention to the following: Admini-  
strative Investigations; Admiralty Matters; Anti-trust Laws; Ap-  
plicants for Positions; Atomic Energy Act Investigations; Bank-  
ruptcy Violations; Bondsmen and Sureties; Bribery; Claims By  
and Against the United States; Copyright Violations; Crimes on  
the High Seas; Crimes on Indian and Government Reservations;  
Crime Statistics; Espionage; Federal Kidnapping Act; Federal  
Reserve Bank Act; Frauds Against the Government; Identification  
Usages; Illegal Wearing of Service Uniforms; Impersonation of  
Federal Officers; Interstate Transportation of Stolen Vehicles;  
Interstate Transportation of Stolen Property; Irregularities in  
Federal Penal Institutions; Killing and Assaulting Federal Officers;  
Thefts from Interstate Shipments; Location of Escaped Federal  
Prisoners; Mail Fraud; National Bankruptcy Act; National Fire-  
arms Act; Neutrality Matters; Obstruction of Justice; Peonage  
Statutes; Passports and Visas; Patent Violations; Parole and  
Probation Violations; Personnel Investigations; Red Cross Vio-  
lations; Robbery and Burglary of National FDIC Insured and

Federal Reserve System Banks; Thefts or Embezzlement of Government Property; Unlawful Flight to Avoid Prosecution or Confinement; Veterans Administration Matters; White Slave Traffic Act; as well as investigations of a confidential character covering a wide range of subjects requiring the exercise of tact, judgment, resourcefulness, initiative, ability to meet and confer successfully with individuals in all walks of life, to develop evidence, and to prepare it for orderly presentation to the prosecuting officers of the Government and in Federal Court. Agents Must Be:

- (a) Graduates from state-accredited resident law schools.
- (b) Graduates from four-year resident accounting schools with at least three years of practical accounting and/or auditing experience.

#### IMMIGRATION PATROL INSPECTOR

The Immigration and Naturalization Service is the agency of the U. S. Department of Justice that is responsible for administering the immigration and nationality laws of the United States. Its officers are on duty throughout the United States and at stations in Europe, Bermuda, Nassau, Puerto Rico, Canada, Mexico, and the Philippines. They perform a great variety of duties. In the performance of these duties, officers are required to conduct investigations, detect violations of the law, and determine whether aliens may enter the United States; they collect and evaluate evidence, adjudicate applications for benefits such as petitions for visas, and preside over and present the Government's case at hearings; they prevent illegal entrance of aliens into the United States and make recommendations to the courts in such matters as petitions for citizenship.

New officers generally enter the Service through appointment to the position of Immigration Patrol Inspector in the Service's Border Patrol. This is a mobile uniformed enforcement organization. Its principal purpose is to prevent the smuggling and illegal entry of aliens into the United States, and to detect, apprehend and initiate departure of aliens illegally in this country. Patrol Inspectors patrol areas to which they are assigned along the international boundaries and their vicinities, by automobile, afoot, boat, or as observers in aircraft, in search of aliens who have entered or are attempting to enter the United States unlawfully, but they are not confined to such areas and their scope of authority is extended by regulation to any part of the United States as is reasonable or necessary. In carrying out their duties, they must stop for inspection of various kinds of vehicles in which they believe that

aliens are being brought into the United States; watch, from concealment, crossing places on the international boundaries suspected of being used by persons engaged in illegal activities; and, in general, investigate violations of the immigration laws. They must make numerous arrests, occasionally of dangerous criminals.

#### MARSHAL

See Jailer and Bailiff under Local Positions. Duties and responsibilities are approximately the same except a federal marshal serves only the federal courts.

#### CORRECTIONAL OFFICER, FEDERAL PRISON SYSTEM

Correctional officers supervise, safeguard, and train inmates of Federal prisons, reformatories and camps. They are responsible for carrying out plans developed for correctional treatment and for modification of attitudes of persons who have been imprisoned. They instruct and counsel inmates, act as foremen of groups of inmates at various work assignments; maintain prudent conduct of inmates and control communications of inmates with persons outside the prison; they enforce rules and regulations for the safety, health, and protection of inmates; and perform other related work assigned.

The correctional officer plays a key role in the Federal Prison System's rehabilitation process. Since his duties place him in close and prolonged contact with the inmate during the course of his daily work, recreation, and moments of relaxation, it is he who becomes most familiar with the individual inmate's problems and attitude. Thus many opportunities for individual counseling present themselves to the correctional officer. Where problems become complex and require professional training, the correctional officer is "backed up" by a staff of professionally trained social workers, medical personnel, and others.

#### POSTAL INSPECTOR

Duties are varied and are divided into two broad categories; (1) Criminal investigations relating to all types of offenses against the Postal Establishment which necessitate apprehending violators, seizing evidence or illegal material, and appearing before Grand Juries and Courts as witnesses; (2) Service investigations which require a

determination whether postal revenues are properly protected, appropriated funds are expended economically and the Service is operated in conformance with the postal operating laws and regulations and in the best interests of the public. Both categories of work include such duties as auditing accounts and preparing written reports of investigations. The position predominantly required the effective and accurate evaluation of facts and circumstances and necessitates extensive study of rules, regulations, instructions and practices.

The nature of an inspector's work requires much travel and frequent absences from home. Inspectors must be willing to accept assignments wherever their services are needed. As inspectors are depended upon to deal with all types of emergencies, they are constructively in a duty status and subject to call at all times. When the Service and public interest requires inspectors remain on duty without regard to hours, by law they receive neither overtime nor night differential.

#### TREASURY DEPARTMENT ENFORCEMENT AGENTS

Treasury Enforcement Agents investigate violations of Federal laws within the enforcement jurisdiction of the Treasury Department and conduct certain non-criminal investigations relating to the functions of the Treasury Department. Investigations involve surveillance, participation in raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues, seizures of contraband, equipment and vehicles; securing and serving search warrants; making arrests; inspecting records and documents, etc. The duties of the positions require the ability to recognize and develop evidence for orderly presentation to U. S. Attorneys and other legal officers; the ability to meet and confer with persons in all walks of life; the ability to testify effectively in court; the ability to prepare detailed written reports; proficiency in the use of firearms; skill in unarmed defense; and the exercise of judgment, resourcefulness and initiative. Some undercover phases of the work require that the agents live and associate with known criminals for varying periods of time.

The duties frequently require irregular unscheduled hours, and involve personal risks, exposure to all kinds of weather, arduous physical exertion under vigorous and unusual environmental conditions and considerable travel. Persons selected may be stationed anywhere in the United States.

#### Internal Revenue Service:

Alcohol and Tobacco Tax Agents conduct investigations to prevent or detect illicit traffic in liquor or firearms; the diversion of raw materials to use in illicit production of distilled spirits; use, reuse and reselling of containers of distilled spirits; and violations by the legal producers of distilled spirits.

Special Agents (Intelligence Division) conduct investigations of alleged criminal violations of Federal tax laws particularly those relating to income, wagering and gaming devices; make recommendations with respect to criminals.

Inspectors (I. R. S. - Internal Security) conduct investigations of charges against Internal Revenue Service employees involving alleged or suspected criminal violations of sections of the Internal Revenue Code, violations of the Criminal Code or other criminal statutes and character and security investigations of prospective employees of the Internal Revenue Service.

#### Bureau of Customs:

Customs Agents conduct investigations relating to the prevention and detection of frauds on the Customs revenue through undervaluation of merchandise; smuggling of merchandise and contraband into or out of the United States; and other Customs matters.

Customs Port Investigators carry out uniformed and plain clothes mobile patrol involving vessel, vehicle and aircraft search and surveillance assignments in waterfront and airport areas.

#### U. S. Secret Service:

Special Agents protect the President of the United States and members of his family, the Vice President, the President-Elect and former Presidents for a reasonable time after they leave office; conduct investigations of violations of laws relating to the counterfeiting of the currency, obligations and securities of the United States and of Foreign Governments; and investigations in connection with other laws administered by the Treasury Department or as directed by the Secretary.

Department of Justice: Bureau of Narcotics & Drug Abuse

Narcotic Agents conduct investigations leading to the detection, apprehension and prosecution of violators engaged in the illicit narcotic and drug traffic; and investigations and inspections of persons and organizations authorized to legally purchase, sell or administer narcotics and drugs.

APPENDIX A

FINANCIAL AID FOR POLICE EDUCATION

"Thousands of able, dedicated men and women are presently employed in law enforcement and correctional agencies and in the courts, but there must be more, many more of them. And they must be well educated so that they can perform their critically important duties as effectively as possible. The law enforcement education program will help to fill these needs. It is, I think, potentially one of the best tools we have to improve this nation's criminal justice system."

Charles H. Rogovin  
Administrator  
Law Enforcement  
Education Program

1. C. O. R. O. Foundation - 760 Market Street, Suite 646, San Francisco and 649 So. Olive Street, Los Angeles.

Offers \$3,600 for a nine month internship in public affairs plus additional assistance to wife and children. Additional loans are available. B. A. degree required. Not normally available to employed persons.

2. Northwestern University Traffic Institute. Available to full-time paid police officers only. Fully paid nine month course dealing in traffic and police management. Handled by the University.
3. U. S. Public Law 90-351, Law Enforcement Education Program (L. E. E. P.)

- a. A student loan program is provided for in the bill. This may provide for loans up to \$1,800 per academic year to full-time students. Indications are that it will be available only to actively employed police officers. The loans are forgivable on a formula basis.
- b. Student grant program - Payments for tuition and fees not exceeding \$300 per semester for full-time enrollment. Open to full-time employees in public enforcement only. Eligibility information and forms available at colleges.

APPENDIX B

THE CALIFORNIA PEACE OFFICER STANDARDS  
AND TRAINING PROGRAM (P. O. S. T.)

The California Legislature created the Commission on Peace Officer Standards and Training in 1959. Its purpose is to raise the level of competence of the California peace officer through the establishment of minimum standards for the recruitment and training of city and county law enforcement officers. Cities and counties are encouraged to voluntarily participate in this Statewide effort to achieve true professional competence for all California peace officers.

In order to become a part of the P. O. S. T. program, a city or county must pass an ordinance requiring that all new police recruits be selected and trained according to set standards. Ninety-seven percent of California's population is serviced by police and sheriff agencies which adhere to P. O. S. T. standards.

Only the Qualified Are Selected

Following are the minimum general standards required by the Commission on Peace Officer Standards and Training:

- U. S. Citizenship
- Minimum age of 21 years.
- Fingerprinting of applicants
- No record of felony offense conviction
- Education - through 12th grade level
- Good physical fitness as shown by complete medical examination
- Successful passing of an oral interview examination of hiring agency
- Good moral character determined by complete background investigation.

Although education through the twelfth grade is acceptable as a minimum requirement, college trained applicants are given preference in the selection process.

**END**