

# Administration of Justice

*Inland Empire/Desert Region (Riverside and San Bernardino counties combined)*

*This workforce demand report uses state and federal job projection data that was developed before the economic impact of COVID-19. The COE is monitoring the situation and will provide more information as it becomes available. Please consult with local employers to understand their current employment needs.*

## Summary

- The knowledge, skills, and abilities provided by the community college *administration of justice* (AOJ) and *police academy* programs lead to four distinct occupations, collectively referred to as the *AOJ occupational group* in this report.
- Employment for the *AOJ occupational group* is expected to **increase by 7% between 2019 and 2024**. A total of **777 annual job openings** will be available each year over the five-year timeframe.
- The **25<sup>th</sup> percentile, hourly wages** for **three out of the four occupations** in this group are **above the \$21.78 per hour self-sustainable hourly wage** estimate for a single adult with one child.
- There were **760 credentials issued** from regional community college *administration of justice* and *police academy* programs over the last three academic years.

## Introduction

This report provides data on programs and occupations related to the California Community College the administration of justice (TOP 2105.00) and police academy (TOP 2105.50) programs. The administration of justice program prepares students for employment through the instruction of theories, principles, and techniques of law enforcement agencies, juvenile justice, and corrections (Taxonomy of Programs, 2012).

The police academy program prepares students for employment through the instruction of principles and techniques of law enforcement specific to the requirements of the California Commission of Peace Officer Standards and Training (POST) (Taxonomy of Programs, 2012).

The knowledge, skills, and abilities trained by these programs lead to the following occupations. These four administration of justice occupations are collectively referred to as the *AOJ occupational group* in this report:

- *Bailiffs* (SOC 33-3011)

- *Detectives and Criminal Investigators (33-3021)*
- *Police and Sheriff's Patrol Officers (33-3051)*
- *Private Detectives and Investigators (33-9021)*

## Job Opportunities

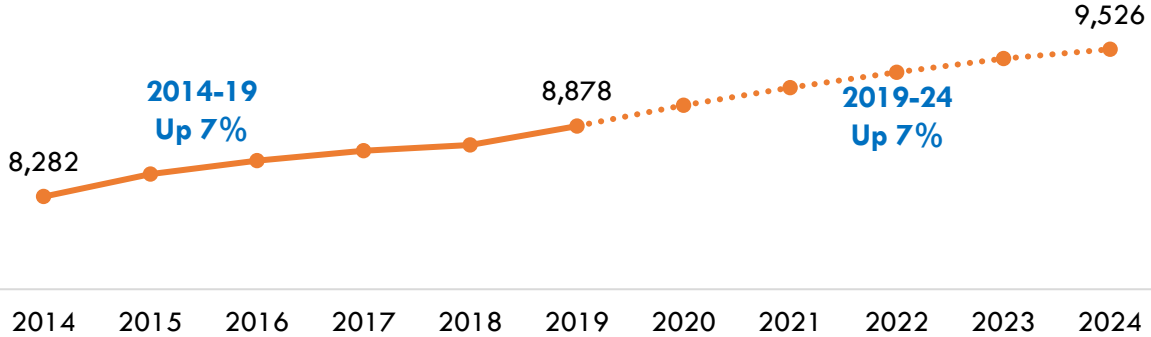
In 2019, there were 8,878 jobs in the AOJ occupational group in the Inland Empire/Desert region (IEDR). This occupational group is projected to increase employment by 7% through 2024. Employers are expected to have 3,886 job openings over the next five years to fill new jobs and backfill jobs that workers are permanently vacating (includes occupational transfers and retirements). An average of 33% of AOJ workers are age 45 years or older. This indicates that at least a third of current workers in this field may be eligible to retire in the next ten years, assuming these workers are eligible to retire at age 55. Exhibit 1 displays five-year projected job growth, and Exhibit 2 displays historical (2014 to 2019) and projected (2019-2024) jobs for the AOJ occupational group.

*Exhibit 1: Five-year projections for each occupation in the AOJ occupational group*

Occupation	2019 Jobs	2024 Jobs	5-Yr % Change (New Jobs)	5-Yr Openings (New + Replacement Jobs)	Annual Openings (New + Replacement Jobs)	% of workers age 45+
Police and Sheriff's Patrol Officers	7,209	7,740	7%	3,141	628	30%
Detectives and Criminal Investigators	1,083	1,153	6%	427	85	42%
Private Detectives and Investigators	353	389	10%	201	40	57%
Bailiffs	233	244	5%	117	23	42%
<b>Total</b>	<b>8,878</b>	<b>9,526</b>	<b>7%</b>	<b>3,886</b>	<b>777</b>	<b>33%</b>

Source: EMSI 2020.2

Exhibit 2: Historical and projected jobs for the AOJ occupational group, 2014 – 2024



Source: EMSI 2020.2

## Job Postings

Exhibit 3, on the next page, displays the number of job ads posted during the last 12 months, along with the regional and statewide average time to fill for the AOJ occupational group. Using a combination of job title and employer filters, this job posting search aims to determine the real-time regional demand for AOJ occupations. In the IEDR, there were 253 job postings listed in the last 12 months for the AOJ occupational group. To increase the number of job postings from which to pull real-time labor market information, this job posting search was expanded to include the Los Angeles/Orange County (LA/OC) region. There were more than twice as many job postings listed in the LA/OC region than in the IEDR. In the combined region, there were 863 online job postings for the AOJ occupational group listed in the last 12 months.

Despite there being more job postings in the combined region, over the last 12 months, there were only five job postings for *bailiffs*. To provide real-time job posting information for this occupation, the job posting search for this occupation was expanded to include the whole state of California over the last five years, June 1, 2015 to May 31, 2020. Over this timeframe, there were 103 job postings for *bailiffs*.

On average, local employers fill online job postings for the AOJ occupational group within 32 days. This regional average is four days shorter than the statewide average of 36 days, indicating that it may be easier for local employers to fill open positions than other employers in California as a whole.

Exhibit 3: Job ads and time to fill, June 2019 – May 2020

Occupation	Job Ads	Regional Average Time to Fill (Days)	California Average Time to Fill (Days)
Police and Sheriff's Patrol Officers	628	35	37
Detectives and Criminal Investigators	125	24	31
Private Detectives and Investigators	105	29	33

Occupation	Job Ads	Regional Average Time to Fill (Days)	California Average Time to Fill (Days)
Bailiffs*	103	30	30
<b>Total</b>	<b>961</b>	<b>32</b>	<b>36</b>

Source: Burning Glass – Labor Insights \*Reflects job postings over the last 5 years in California

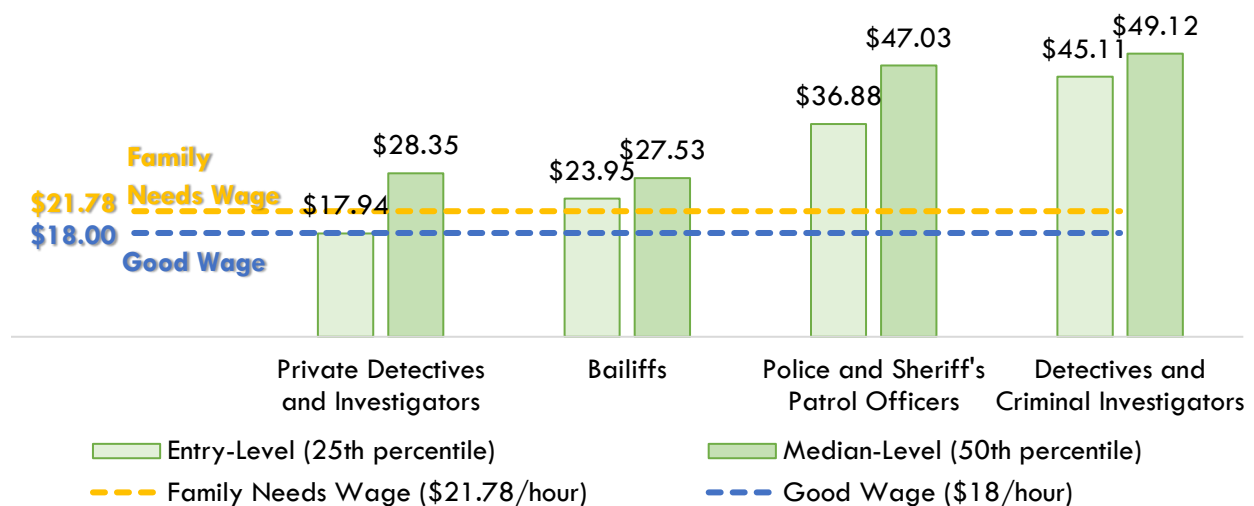
## Earnings and Benefits

Community colleges should ensure their training programs lead to employment opportunities that provide a self-sustainable level of income. The Brookings Institute in their Advancing Opportunity in California's Inland Empire report found that a "good job" wage in the region is above \$18.00 per hour, or \$37,440 per year (Shearer, Shah & Gootman, p. 25). The Family Needs Calculator estimates that a self-sustainable wage for a single adult with one school-age child is \$21.78 per hour (Pearce & Manzer, 2020).

Nearly all of the occupations in the AOJ occupational group surpass the Brookings Institute's "good job" wage at the entry-level, except for bailiffs. Wages for bailiffs do not exceed the good job wage until the median-level. Median wages for the AOJ occupational group are above the Family Needs Calculator self-sustainability rate. Exhibit 4, on the next page, displays the entry-level and median hourly earnings for each occupation in the IEDR.

According to the occupational guides developed by the California Labor Market Information Division, the AOJ occupational group typically receives medical, vision, and dental benefits as well as many others (Detailed Occupational Guides, 2020).

Exhibit 4: Hourly earnings for the AOJ occupational group



Source: EMSI 2020.2

## Employers, Skills, Education, and Work Experience

Exhibit 5 displays the employers posting the most job ads for the AOJ occupational group during the last 12 months in the IEDR and LA/OC combined.

Exhibit 5: Employers posting the most job ads for AOJ occupations, June 2019 – May 2020

Occupation	Employers
Police and Sheriff's Patrol Officers (n=538)	<ul style="list-style-type: none"> <li>City of Chino</li> <li>San Bernardino County</li> <li>City of Monterey Park</li> <li>City of Hemet</li> <li>City of Anaheim</li> <li>City of Santa Ana</li> <li>City of Whittier</li> <li>City of Santa Monica</li> <li>City of Riverside</li> <li>City of Azusa</li> </ul>
Detectives and Criminal Investigators (n=116)	<ul style="list-style-type: none"> <li>US Customs and Border Protection</li> <li>Federal Bureau of Investigators</li> <li>California State Department of Justice</li> <li>San Bernardino County Sheriff's Department</li> </ul>
Private Detectives and Investigators (n=96)	<ul style="list-style-type: none"> <li>California Department of Consumer Affairs</li> <li>Los Angeles County</li> <li>California Department of Housing and Community Development</li> </ul>
Bailiffs* (n=103)	<ul style="list-style-type: none"> <li>United States District Court (Central, Eastern, Northern, and Southern Districts)</li> <li>California Courts of Appeals</li> </ul>

Source: Burning Glass – Labor Insights \*Reflects job postings over the last five years in California

Exhibit 6 displays a sample of specialized and employability skills that employers are seeking when looking for workers to fill positions in the AOJ occupational group. Specialized skills are occupation-specific skills that employers are requesting for industry or job competency. Employability skills are foundational skills that transcend industries and occupations; this category is often referred to as "soft skills." The skills requested in job postings may be utilized as a helpful guide for curriculum development.

Exhibit 6: Sample of in-demand skills from employer job ads, June 2019 – May 2020

Occupation	Specialized Skills	Employability Skills
Police and Sheriff's Patrol Officers (n=489)	<ul style="list-style-type: none"> <li>Prevention of Criminal Activity</li> <li>Public Health and Safety</li> <li>Cardiopulmonary Resuscitation (CPR)</li> </ul>	<ul style="list-style-type: none"> <li>Writing</li> <li>Physical Abilities</li> <li>Building Effective Relationships</li> </ul>
Detectives and Criminal Investigators (n=78)	<ul style="list-style-type: none"> <li>Warrants</li> <li>Surveillance</li> <li>Tax Law/Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Planning</li> <li>Research</li> <li>Communication Skills</li> </ul>

Occupation	Specialized Skills	Employability Skills
Private Detectives and Investigators (n=93)	<ul style="list-style-type: none"> <li>• Criminal Justice Knowledge</li> <li>• Warrants</li> <li>• Case Management</li> </ul>	<ul style="list-style-type: none"> <li>• Writing</li> <li>• Communication Skills</li> <li>• Research</li> </ul>
Bailiffs* (n=29)	<ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Note Taking</li> <li>• Legal Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Writing</li> <li>• Communication Skills</li> <li>• Typing</li> </ul>

Source: Burning Glass – Labor Insights \*Reflects job postings over the last five years in California

Exhibit 7 displays the entry-level education typically required to enter each occupation according to the Bureau of Labor Statistics (BLS), educational attainment for incumbent workers with "some college, no degree" and an "associate degree" according to the U.S. Census (2016-17) and the real-time minimum advertised education requirement from employer job ads.

Exhibit 7: Typical entry-level education, educational attainment, and minimum advertised education requirements for the AOJ occupational group, June 2019 – May 2020

Occupation	Typical Entry-Level Education Requirement	CC-Level Educational Attainment*	Real-Time Minimum Advertised Education Requirement			
			Number of Job Ads	High school diploma or vocational training	Associate degree	Bachelor's degree or higher
Police and Sheriff's Patrol Officers	High school diploma or equivalent	48%	511	90%	6%	4%
Detectives and Criminal Investigators	High school diploma or equivalent	38%	54	15%	2%	83%
Private Detectives and Investigators	High school diploma or equivalent	31%	55	24%	11%	65%
Bailiffs**	High school diploma or equivalent	50%	27	56%	-	44%

Source: EMSI 2020.2, Burning Glass – Labor Insights \*Percentage of incumbent workers with a Community College Credential or Some Postsecondary Coursework \*\*Reflects job postings over the last five years in California

Exhibit 8 displays the work experience typically required to enter each occupation and the real-time work experience requirements from employer job ads. Except for *private detectives and investigators*, most employers are looking for a candidate with 0 to 2 years of work experience.

Exhibit 8: Work experience required and real-time work experience requirements, June 2019 – May 2020

Occupation	Work Experience Typically Required	Real-Time Work Experience			
		Number of Job Ads	0 – 2 years	3 – 5 years	6+ years
Police and Sheriff's Patrol Officers	None	163	72%	14%	14%
Detectives and Criminal Investigators	Less than 5 years	68	76%	19%	5%
Private Detectives and Investigators	Less than 5 years	69	39%	48%	13%
Bailiffs*	None	21	62%	29%	9%

Source: EMSI 2020.2, Burning Glass – Labor Insights \*Reflects job postings over the last five years in California

## Student Completions and Program Outcomes

Exhibits 9 and 10, on the next page, display annual average completion data for the California Community College administration of justice (2105.00) and police academy (2105.50) programs, based on the most recent three academic years. Student completion and program outcome methodology can be found on page 14.

Exhibit 9: 2016-19, Annual average community college credentials for the administration of justice programs

2105.00 – Administration of Justice	Associate Degree	Associate Degree for Transfer	Certificate requiring 30 to <60 semester units	Certificate requiring 18 to <30 semester units	Certificate requiring 6 to <18 semester units	CCC Annual Average Credentials, Academic Years 2016-19
Barstow	10	10	-	4	-	24
Chaffey	1	73	-	3	-	77
Copper Mountain	7	10	-	-	-	17
Desert	3	62	-	13	-	78
Moreno Valley	17	2	-	-	-	19
Mt. San Jacinto	18	61	12	-	-	91
Norco College	2	9	-	1	-	12
Palo Verde	4	3	-	3	-	10
Riverside	14	55	-	17	7	93
San Bernardino	22	41	-	14	-	77
Victor Valley	32	37	-	2	-	71
<b>Total</b>	<b>129</b>	<b>361</b>	<b>12</b>	<b>57</b>	<b>7</b>	<b>567</b>

Source: MIS Data Mart

Exhibit 10: 2016-19, Annual average community college credentials for the police academy program

2105.50 – Police Academy	Associate Degree	Certificate requiring 30 to <60 semester units	Certificate requiring 18 to <30 semester units	CCC Annual Average Credentials, Academic Years 2016-19
Desert	1	-	1	2
Moreno Valley	-	103	8	111
San Bernardino	-	80	-	80
<b>Total</b>	<b>1</b>	<b>183</b>	<b>9</b>	<b>193</b>

Source: MIS Data Mart

California program outcome data may provide a useful insight into the likelihood of success for the proposed program. Community college student outcome information based on the selected TOP codes and region is provided in Exhibits 11 and 12. The outcome methodology is available in the appendix section of this report. Dashes indicate that there were too few program completers to obtain accurate outcome information.

Exhibit 11: 2105.00 – Administration of justice strong workforce program outcomes

Strong Workforce Program Metrics: 2105.00 – Administration of Justice Academic Year 2016-17, unless noted otherwise	Inland Empire/Desert Region	California
Unduplicated count of enrolled students (2017-18)	6,071	95,799
Completed 9+ career education units in one year (2017-18)	19%	15%
Economically disadvantaged students	77%	58%
Students who attained a noncredit workforce milestone in a year (2017-18)	-	-
Students who earned a degree, certificate, or attained apprenticeship (2017-18)	453	5,537
Transferred to a four-year institution (transfers)	164	2,845
Job closely related to the field of study (2015-16)	48%	56%
Median annual earnings (all exiters)	\$23,232	\$42,312
Median change in earnings (all exiters)	43%	27%
Attained a living wage (completers and skills-builders)	46%	62%

Sources: LaunchBoard Community College Pipeline and Strong Workforce Program Metrics

Exhibit 12: 2105.50 – Police academy strong workforce program outcomes



<b>Strong Workforce Program Metrics: 2105.50 – Police Academy Academic Year 2016-17, unless noted otherwise</b>	<b>Inland Empire/Desert Region</b>	<b>California</b>
Unduplicated count of enrolled students (2017-18)	1,348	22,853
Completed 9+ career education units in one year (2017-18)	44%	18%
Economically disadvantaged students	42%	27%
Students who attained a noncredit workforce milestone in a year (2017-18)	-	-
Students who earned a degree, certificate, or attained apprenticeship (2017-18)	78	850
Transferred to a four-year institution (transfers)	30	321
Job closely related to the field of study (2015-16)	84%	83%
Median annual earnings (all exiters)	\$69,752	\$96,926
Median change in earnings (all exiters)	35%	24%
Attained a living wage (completers and skills-builders)	88%	92%

Sources: LaunchBoard Community College Pipeline and Strong Workforce Program Metrics

## Recommendation

Training provided by the administration of justice and police academy community college programs lead to four occupations, collectively referred to as the AOJ occupational group in this report. These four AOJ occupations are projected to have 777 annual job openings over the next five years. *Police and sheriff's patrol officers* will have the most annual job openings, 628, and *bailiffs* are expected to have the least annual job openings, 23. The entry-level, 25<sup>th</sup> percentile wage for the occupations in this group are between \$17.94 and \$45.11 per hour. Entry-level earnings for three of the four AOJ group occupations in this group are above the \$21.78 per hour self-sustainable hourly wage estimate for a single adult with one child. The hourly wages for *private detectives and investigators* was above the self-sustainable standard at the median, 50<sup>th</sup> percent-level.

The administration of justice (TOP 2105.00) program is available at 11 community colleges, conferring an annual average of 567 annual average credentials over the last three academic years. The police academy (2105.50) program is available at three IEDR colleges, conferring 193 annual average credentials over the previous three academic years. The police academy program is a good indicator of the number of students that may be qualified to enter these occupations since the training provided is a requirement of the California Commission on Peace Officer Standards and Training (POST). POST may not be a requirement for the *private detectives and investigators* occupation.



The Centers of Excellence recommends expanding existing administration of justice and police academy programs due to the supply of qualified workers (567 and 193 credentials, respectively) to meet the regional need for more workers (777 annual job openings). It is important to note that a credential is not equal to a qualified worker because students may exit programs with multiple awards. It should also be noted that students will be competing for these jobs with incumbent workers, and an unknown supply of qualified workers that may travel from other areas for these jobs. Colleges should focus on the *Police and Sheriff's Patrol Officers* occupation due to the relatively high number of annual job openings and the entry-level wages offered for this occupation. Colleges with AOJ programs should meet with relevant employers to understand their demand for more workers and the specific skills, licensing, and credentials needed for gainful employment in this field.

### **Contact**

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## Appendix: Occupation definitions, sample job titles, five-year projections for the AOJ occupations

*Occupation Definitions (SOC) code), Education and Training Requirement, Community College Educational Attainment*

### **Bailiffs (33-3011)**

Maintain order in courts of law.

**Sample job titles:** Bailiff, Court Bailiff, Court Officer, Court Security Officer, Deputy Bailiff, Deputy Sheriff Court Services, Security Officer

*Entry-Level Educational Requirement: High school diploma or equivalent*

*Training Requirement: One to twelve months of on-the-job training*

*Incumbent workers with a Community College Award or Some Postsecondary Coursework: 50%*

### **Detectives and Criminal Investigators (33-3021)**

Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes.

**Sample job titles:** Deputy United States Marshal, FBI Investigator, Homicide Detective, Narcotics Detective, Narcotics Investigator, Police Detective

*Entry-Level Educational Requirement: High school diploma or equivalent*

*Training Requirement: One to twelve months of on-the-job training*

*Incumbent workers with a Community College Award or Some Postsecondary Coursework: 38%*

### **Police and Sheriff's Patrol Officers (33-3051)**

Maintain order and protect life and property by enforcing local, tribal, State, or Federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

**Sample job titles:** Alcohol Law Enforcement Agent (ALE Agent), Law Enforcement Officer, Officer, Patrol Officer, Peace Officer, Police Officer, Police Patrol Officer, Public Safety Officer, State Trooper, Uniform Patrol Police Officer, Canine Deputy (K-9 Deputy), Chief Deputy Sheriff, Civil Division Deputy Sheriff, Civil Process Server, Corporal-Road Deputy with Sheriff Department, Deputy, Deputy (Patrol), Deputy Sheriff, Deputy Sheriff (Generalist)-Bailiff, Drug Abuse Resistance Education Officer (DARE Officer)

*Entry-Level Educational Requirement: High school diploma or equivalent*

*Training Requirement: One to twelve months of on-the-job training*

*Incumbent workers with a Community College Award or Some Postsecondary Coursework: 48%*

**Private Detectives and Investigators (33-9021)**

Gather, analyze, compile, and report information regarding individuals or organizations to clients, or detect occurrences of unlawful acts or infractions of rules in private establishment.

**Sample job titles:** Asset Protection Detective, Field Investigator, Investigator, Loss Prevention Agent, Loss Prevention Associate, Loss Prevention Detective, Loss Prevention Investigator, Loss Prevention Officer, Private Investigator, Special Investigator

*Entry-Level Educational Requirement: High school diploma or equivalent*

*Training Requirement: One to twelve months of on-the-job training*

*Incumbent workers with a Community College Award or Some Postsecondary Coursework: 31%*

## Methodology and Data Notes

Exhibits 9 and 10 display the average annual regional California Community College (CCC) credentials conferred during the three academic years between 2016 and 2019, from the California Community Colleges Chancellor's Office Management Information Systems (MIS) Data Mart, along with the enrollments from the most recent year available on LaunchBoard. Credentials are the combined total of associate degrees and certificates issued during the timeframe, divided by three in this case to calculate an annual average. This is done to minimize the effect of atypical variation that might be present in a single year. Enrollments are the count of enrollments in courses assigned to the TOP code in the selected year.

Community college student outcome information is from LaunchBoard and based on the selected TOP code and region. These metrics are based on records submitted to the California Community Colleges Chancellor's Office Management Information Systems (MIS) by community colleges, which come from self-reported student information from CCC Apply and the National Student Clearinghouse. Employment and earnings metrics are sourced from records provided by California's Employment Development Department's Unemployment Insurance database. When available, outcomes for completers are reported to demonstrate the impact that earning a degree or certificate can have on employment and earnings. For more information on the types of students included for each metric, please see the web link for LaunchBoard's Strong Workforce Program Metrics Data Element Dictionary in the References section (LaunchBoard, 2020a). Finally, employment in a job closely related to the field of study comes from self-reported student responses on the CTE Employment Outcomes Survey (CTEOS), administered by Santa Rosa Junior College (LaunchBoard, 2020a).

It is important to note limitations when examining employer job ads. Job postings data is limited to the information provided by employers and the ability of artificial intelligence search engines to identify this information. Additionally, preliminary calculations by Georgetown Center on Education and the Workforce found that "just 30 to 40 percent of openings for candidates with some college or an associate degree, and only 40 to 60 percent of openings for high school diploma holders appear online" (Carnevale et al., 2014).

Table 1: 2019 to 2024 job growth, wages, education, training, and work experience required for the AOJ occupational group, IEDR

Occupation (SOC)	2019 Jobs	5-Yr Change	5-Yr % Change	Annual Openings (New + Replacement Jobs)	Entry-Experienced Hourly Wage Range (25 <sup>th</sup> to 75 <sup>th</sup> percentile)	Median Hourly Wage (50 <sup>th</sup> percentile)	Average Annual Earnings	Typical Entry-Level Education & On-The-Job Training Required	Work Experience Required
Police and Sheriff's Patrol Officers (33-3051)	7,209	531	7%	628	\$36.88 to \$57.47	\$47.03	\$98,100	High school diploma or equivalent & 1-12 months	None
Detectives and Criminal Investigators (33-3021)	1,083	70	6%	85	\$45.11 to \$58.20	\$49.12	\$106,700	High school diploma or equivalent & 1-12 months	Less than 5 years
Private Detectives and Investigators (33-9021)	353	36	10%	40	\$17.94 to \$41.71	\$28.35	\$71,000	High school diploma or equivalent & 1-12 months	Less than 5 years
Bailiffs (33-3011)	233	11	5%	23	\$23.95 to \$31.37	\$27.53	\$57,600	High school diploma or equivalent & 1-12 months	None
<b>Total</b>	<b>8,878</b>	<b>648</b>	<b>7%</b>	<b>777</b>	-	-	-	-	-

Source: EMSI 2020.2