UNIVERSITY OF SOUTHERN CALIFORNIA

Public Safety Officer Trainee

Job Code: 147024

OT Eligible: Yes
Comp Approval: 9/26/2016

JOB DESCRIPTION:

This is non-sworn, probationary position and attends formalized training to learn practices, procedures and techniques of law enforcement, crime prevention, community relations, first aid, physical conditioning and weapons handling. Public Safety Officer Trainees must successfully pass all phases of training to advance to a PSO I position. Participates in and successfully completes prescribed law enforcement officer training program for entry level Police Officer. Works with an assigned field training officer to learn field activities, tactics and strategic planning. Demonstrates familiarity with the University and its adjacent areas and patrols an assigned area. Learns to make arrests and serve warrants and subpoenas. Learns the methods of and assists in securing crime scenes and evidence. Displays a satisfactory level of competence in report writing and the laws of arrest and seizure. Successfully obtains training in defensive driving and California Vehicle and Penal Codes. Maintains acceptable standards of mental and physical fitness throughout the training program. Successfully applies material learned in scenario-based exercises.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Participates in and successfully completes prescribed law enforcement officer training program. Learns to understand and follow oral and written instructions. Demonstrates effective oral and written communication skills.

Works with an assigned field training officer to learn field activities, tactics and strategic planning. Under guidance, responds to emergency calls for service to protect public safety and property, resolve disputes, diffuse situations and enforce laws and ordinances. Performs assigned responsibilities on an individual or team basis, depending upon the status of the incumbent’s training.

Demonstrates familiarity with the University and its adjacent areas and patrols an assigned area with assigned field training officer in a radio dispatched automobile, on bicycle or on foot. Learns to develop and maintain effective working relationships with the University community.

Learns to make arrests and serve warrants and subpoenas. Learns to transport individuals for medical clearances and booking as required.

Learns the methods of and assists in securing crime scenes and evidence, interviewing suspects, victims and witnesses. Demonstrates knowledge of collecting and preserving evidence.

Displays a satisfactory level of competence in report writing and the laws of arrest and seizure. Learns to prepare and maintain accurate official logs, reports, records and files.

Successfully obtains training in defensive driving and California Vehicle and Penal Codes. Learns to observe, monitor and control routine and unusual traffic situations. Under guidance, stops and warns drivers or issues citations as appropriate. Provides direction and traffic control in accident or incident situations, special events or other congested situations.
Develops an understanding of officer survival and the need for sustaining physical fitness. Maintains acceptable standards of mental and physical fitness throughout the training program.

Successfully applies material learned in scenario-based exercises.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on University responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the University community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

☐ No  

☐ Yes  

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

High school or equivalent

**Minimum Experience:**

2 years

**Minimum Field of Expertise:**

Must possess a valid California Class C Driver's license. Must be eligible for and meet the POST training requirement. Must be eligible for the State of California Patrol Persons and Firearms permits. Must have 1 year experience in a service and/or security position within an academic or alternate service environment. Candidate must acquire a guard card at the conclusion of the training period.

**Preferred Education:**

Related undergraduate study

**Skills: Administrative:**

Answer telephones  
Communicate with others to gather information  
Customer service  
Gather data  
Input data  
Maintain logs  
Research information  
Understand and apply policies and procedures  
Understand and enforce regulatory guidelines  
Use database and/or word processing software
Skills: Other:
   Assessment/evaluation
   Conflict resolution
   Interpretation of policies/analyses/trends/etc.
   Interviewing
   Knowledge of applicable laws/policies/principles/etc.
   Public speaking/presentations

Skills: Machine/Equipment:
   Computer network (department or school)
   Computer network (university)
   Computer peripheral equipment
   Fax
   Firearms, batons and other defensive equipment
   Personal computer
   Photocopier
   Radios - vehicle mounted and/or hand-held

Supervises: Level:
   May oversee student and/or temporary workers.

Comments:
   This is an armed officer trainee position. Must be eligible for bonding. Must be free of felony
   convictions and certain misdemeanors. Must be a United States citizen or a permanent
   resident alien who is eligible for and has applied for citizenship. Must be at least 21 years
   old at time of the written examination. Must be found to be free from any physical,
   emotional, or mental condition that might adversely affect the exercise of the powers of
   arrest of a peace officer. Successful completion of: written examination, physical agility
   test, oral interview, psychological evaluation, in-depth background screening, medical
   examination, and successful completion of an approved Police Academy. Must be able to
   work varied days and shifts: 8 or 10 hours per day, 40 hours per week. Must be able to
   report for work in case of emergencies. Operates motor vehicles and/or electric carts.

SIGNATURES:

Employee: _______________________________  Date: _______________________________

Supervisor: _______________________________  Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed.
They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills
required of personnel so classified.

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