



JOB INFORMATION

<i>Job Code:</i>	147024
<i>Job Title:</i>	Public Safety Officer Trainee
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student and/or temporary workers.
<i>Job Family:</i>	Public Safety (Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	8 Individual Contributor
Public Safety Officer Trainee	

JOB SUMMARY

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Related undergraduate study	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
X		1 year	in a service and/or security position within an academic or alternate service environment

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to work varied days and shifts: 8 or 10 hours per day, 40 hours per week.
X		Ability to report for work in case of emergencies.

Licenses

Req	Pref	License(s)
X		Valid California Class C Driver's license.
X		Eligible for the State of California Patrol Persons and Firearms permits.
X		Acquire a guard card at the conclusion of the training period.
X		Eligible for and meets the POST training requirement.

Other Job Factors

- 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.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.