



POSITION DESCRIPTION

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| Department: | Public Safety |
| Classification Title: | Police Officer Cadet |
| Working Title: | Police Officer Cadet |
| FLSA Status: | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt |
| Incumbent: | |

Position Summary

Under the close supervision of the Patrol Sergeant, the primary responsibility of the Cadet is to attend the prescribed training sessions to learn the principles, practices and theory of criminal and civil law enforcement and codified and case law. The Cadet also receives training in report writing, physical fitness techniques, firearms use and maintenance, and arrest and control techniques. Under close supervision, the Cadet may assist other police officers in the performance of their duties.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

| Essential Job Functions | Daily | 90% |
|--|-------|-----|
| <ul style="list-style-type: none"> • Work assigned shifts under the close supervision of a Patrol Sergeant to enforce state, local, and university laws and applicable traffic regulations, such activities include, but are not limited to: • Patrol the campus on foot or in police vehicle to protect university personnel and property against accidents, thefts, assault, and other crime relate problems. • Assist with conducting field interrogations and in the investigation of criminal activity and accidents (personal injury and vehicle). • Assist in the preparation of all appropriate reports. • Assist in providing security for large gatherings of faculty, staff, students, or visitors to the campus; and takes the necessary actions within the limits of prescribed policies and procedures to correct the situation or, if necessary, contacts the appropriate authorities for guidance and assistance. • Respond to fire, intrusion, hold-up, heat sensing, and other alarms connected to the police department. • Direct traffic in emergencies on roadways. • Administer first-aid, as necessary. • Make periodic inspections of buildings for security purposes, fire, and safety hazards. • Assist Health Services with transportation of injured and/or sick personnel. • Provide general information and assistance to the public. | | |

| Related Job Functions | As Needed | 10% |
|--|-----------|-----|
| <ul style="list-style-type: none"> • Perform other job-related duties and special projects as assigned. <ul style="list-style-type: none"> • Attend training and maintain skill currency as appropriate to safely and effectively complete assignments. | | |

Required Education, Experience, and Credentials

Education and Experience:

- High school diploma or equivalent and eligibility to attend a certified Police Officer Standards and Training (P.O.S.T.) basic training academy.
- Qualify for and satisfactorily meet the ongoing standards of the basic P.O.S.T. academy training.
- Possess mental capacity, physical agility, and learning potential to perform all aspects of P.O.S.T. training and police work.
- A minimum of 21 years of age.

Licenses, Certificates, Credentials:

- Possession of a valid California driver's license or the ability to obtain by date of hire.
- Applicants must pass a written test measuring reading and writing abilities, a physical agility exam, a panel interview, a comprehensive physical examination (a drug test will be administered as part of the required medical examination), a psychological evaluation, a polygraph examination, and a thorough background investigation prior to appointment.

Required Skills, Knowledge, and Abilities

- Working knowledge of existing criminal code and laws; and general knowledge of crime prevention and first aid.
- Ability to acquire a working knowledge of public safety, including law enforcement methods, traffic control, arrest and safety procedures applicable to a campus environment.
- Ability to render assistance in accordance with University Police policy and procedures manual.
- Ability to assess law enforcement or other hazardous situations and determine an appropriate course of action.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Ability to prepare clear and concise procedural reports.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Skills and Experience

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

- Experience working with a diverse and multicultural population and performing community services.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- This position will have a duty to report to the Campus Title IX Officer information pertain
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

| | | |
|----------------|-----------|------|
| INCUMBENT NAME | SIGNATURE | DATE |
|----------------|-----------|------|

SUPERVISOR: I certify that all statements on this form are complete and accurate.

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|-------------------------------------|-----------|------|
| IMMEDIATE SUPERVISOR NAME AND TITLE | SIGNATURE | DATE |
|-------------------------------------|-----------|------|

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

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| DEPARTMENT HEAD NAME AND TITLE | SIGNATURE | DATE |
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HUMAN RESOURCES USE ONLY

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|---------------------------------------|---|-----------------------------|
| Employee ID#: _____ | REQUEST FOR: | CLASSIFICATION INFORMATION |
| Position Number: _____ | <input type="checkbox"/> Update Review for File | Classification Title: _____ |
| FTE: _____ | <input type="checkbox"/> Classification Review | Class Code/Range: _____ |
| <input type="checkbox"/> Permanent | <input type="checkbox"/> New Position Recruitment | CBID: _____ |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Replacement Recruitment | MPP Job Code: _____ |
| <input type="checkbox"/> COI Position | | Classifier Initials: _____ |
| Recruitment Number: _____ | | Date: _____ |