

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to the Chief of Police or designee, with additional lead work direction from other sworn administrator(s) or training academy staff, the Police Officer Cadet (Cadet) is a non-sworn individual who has not completed a Peace Officer Standards and Training (P.O.S.T.) academy or received a Basic Course Completion Certificate. The primary responsibility of the Cadet is to attend the prescribed training. Upon successful completion of the training in the required time frame and the discretion of management, the Cadet may be appointed to the Police Officer classification in a probationary capacity.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Attend a P.O.S.T. certified academy as a non-sworn cadet to develop the minimum qualifications necessary to assume the position as a sworn police officer.
- 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.
- Under close supervision, may also be assigned duties to patrol campus buildings and grounds by foot or by vehicle, control crowds during assemblies or disturbances, guard university property.
- May assist in investigations, collection of evidence and preparation of reports on accidents, property damage, fires, and law violations.
- May include administering first aid to injured persons; enforcing parking regulations and issuing traffic situations; guarding or transporting cash; and performing other related secondary duties as assigned.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Police Academy training will take place in a field setting in and about a POST approved police academy, as directed, and on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The typical schedule for this position is 7 am to 4 pm, with some night and weekend training required. Appointment to this classification is temporary in nature and typically does not exceed seven months. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator or training academy staff.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 2-4 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 165 lbs in weight, including dragging a dummy 25 feet.

Minimum Qualifications: This position requires a high school diploma or equivalent, and eligibility to attend a certified P.O.S.T. basic training academy. Must meet the POST minimum requirements for eligibility to be a police officer, which includes being at least 21 years old at time of academy graduation. Must satisfy

citizenship requirements detailed in Government code 1031 (a) and 1031.5. Be a U.S. citizen, or a permanent resident alien who has applied for citizenship and obtains citizenship within three years of application date. BS/BA degree and/or law enforcement experience in a college or university environment is preferred. The ability to qualify for and satisfactorily meet the ongoing standards of the basic P.O.S.T eligibility requirements and academy training and the mental capacity, physical agility and learning potential to perform all aspects of P.O.S.T training and police work. The incumbent must successfully complete a physical agility test, oral interviews, written examination, comprehensive background investigation, psychological examination, potential polygraph or similar examination, and medical exams which include drug screening, and must possess and/or obtain and thereafter maintain a California Driver's License. The incumbent must meet and maintain compliance with state and federal law (e.g. Clery Act, CANRA, etc.), and California POST regulations and certifications for peace officers. The incumbent must participate in the California DMV Employer Pull Notice (EPN) Program. Intermediate proficiency with computers and Microsoft Office (Word, Excel) required. Knowledge of Google Suite, law enforcement technology systems and PeopleSoft preferred.

In addition, the incumbent must possess the following:

- Ability to work in a fast-paced, professional environment, both independently and as a team member, while maintaining excellent customer service and interpersonal skills.
- Ability to learn and respond effectively in emergency and sensitive situations and make sound judgements.
- Ability to operate in an environment that requires discretion and maintenance of confidentiality.
- Ability to take initiative and develop and improve skills; demonstrate reliable work history, dependability, integrity, good observation skills, and professional bearing; be able to enjoy working with people; and possess credibility as a witness in a court of law.
- Demonstrate a willingness to confront problems.
- Ability to read and write at the levels necessary to perform the job.
- Ability to quickly learn and apply campus rules and regulations related to work performed.
- Effective oral and written communication skills including the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents.
- Effective interpersonal skills to resolve a wide variety of sensitive situations.
- Must be able to accept constructive feedback, work independently, and cooperatively in group situations.
- Must also possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.