



USC University of
Southern California

Public Safety Field Training Officer Job Description

JOB INFORMATION

<i>Job Code:</i>	147045
<i>Job Title:</i>	Public Safety Field Training Officer
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Public Safety (Non-Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Serves as Field Training Officer for the university Department of Public Safety. Coordinates and conducts orientation programs and trainings with new staff members and provides recertification updated training needs for current staff. Provides coaching, direction and guidance to officer-trainees related to skills, knowledge and good judgment required to perform daily operational activities during training period. Performs safety officer functions in the assigned capacity. Collaborates with others to develop, coordinate, and facilitate training programs. Provides assessments and feedback regarding officer-trainee performance.

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	3 years	

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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of federal, state and local laws, criminal and traffic laws, city ordinances and departmental policies and procedures.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of city and departmental safety policies and procedures.
X		Knowledge of the geography and streets on and around the campus.
X		Knowledge of criminal investigation methods, judicial processes, and court procedures.
X		Ability to maintain confidentiality.
	X	Familiarity with State of California POST Field Training program.

Licenses

Req	Pref	License(s)
X		BSIS Firearms Permit and Security Guard License
X		Valid Driver's License

Other Job Factors

- This is an armed officer position.
- Must be eligible for bonding.
- Must be a United States citizen or a permanent resident alien who is eligible for and has applied for citizenship.
- Vision in each eye correctable to at least 20/25.
- Must successfully complete a competitive examination process and/or review of record.
- Successful completion of medical examination.
- 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.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates and conducts orientation programs with new staff members, as well as recertification and updated training needs for current staff. Provides coaching, direction and guidance to officer trainees related to skills, knowledge and good judgement required to perform daily operational activities during training period. Coordinates operational activities and evaluates officer-trainees performance during the on-the-job training period. Assists officer-trainees with establishing job-related learning goals. Reviews officer-trainee readiness at the conclusion of the training period.				
Performs safety officer functions in the assigned capacity (e.g., Community Service Officer, Public Safety Officer).				
Acts as a role model and coach while demonstrating professional standards of conduct for officer trainees to follow. Implements practical and innovative methods of instruction. Provides coaching and remedial training as necessary and assesses effectiveness of training program.				
Assists in the development, coordination, and facilitation of training programs designed to promote skill development of current staff. Develops and updates training programs, as needed. Assists with in-service training for existing staff.				
Appraises officer-trainee's performance based on actual field behavior. Provides officer-trainees with clear, specific and timely feedback regarding performance. Advises and communicates with officer trainee's immediate supervisor regarding issues, as needed.				
Documents training progress, including tracking training competencies for auditing purposes. Ensures compliance with all applicable laws, policies, and safety standards.				
Observes, evaluates, and documents any training-related issues, performance deficiencies and work performance as specified in the Department of Public Safety Field Training manual. Prepares reports for supervisory personnel reviews, as required.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Creates a supportive training environment and promotes an overall culture of safety and security for new and current staff.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.				

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.