

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION CLASSIFICATION SPECIFICATION

CLASS NAME: Patrol Officer Trainee

PAY GRADE: Patrol Officer Trainee Pay Rate

DEFINITION: This is structured trainee work in the field of law enforcement.

An employee in this job participates in an MPOETC Certified Act 120 program. An employee in this job develops skills and techniques to provide police services and protection to the Pennsylvania State System of Higher Education property, grounds, facilities, clientele, employees, and the general public. Work involves learning to enforce the Pennsylvania Crimes Code, Motor Vehicle Code, local ordinances, and commonwealth regulations. Assignments are designed to develop proficiency in law interpretation and application, legal procedures, police operations, criminal investigations, public safety, physical fitness, self-defense, firearms use, emergency response, effective communication, report writing, maintenance and use of equipment, and law enforcement practices. Work may also include performing on-the-job assignments patrolling a State University to protect and guard property or persons from fire, theft, trespass or other hazards.

Performance is evaluated in accordance with prescribed regulations and procedures, formal inspections, personal observation, and successful completion of an MPOETC Certified Act 120 program.

EXAMPLES OF WORK PERFORMED:

- Participates in a structured Act 120 Basic Police Officer Training program to obtain Act 120 Certification.
- Participates in training assignments to learn the principles and practices associated with conducting investigations, collecting evidence to support enforcement action, search and seizure, accident investigations, officer safety, interpersonal relations, investigations, interviews, interrogations, report writing, case preparation, and court testimony.
- Receives training in the safe and proper handling of firearms and in the use of specialized equipment and instruments, including communications equipment, preliminary breath test devices, body armor, and riot gear.
- Participates in training assignments to learn the principles and practices associated with the Rules of Criminal Procedure, the Rules of Evidence, criminal laws, motor vehicle laws, and rules related to search and seizure and arrest.
- Patrols an assigned area of the State University; watches for fires, prowlers, vandalism, or other unusual occurrences.
- Directs traffic and enforces parking regulations.
- Assists and directs visitors; furnishes information in a courteous manner.
- Maintains orderly conduct among students, employees, and the general public.
- Operates motorized vehicles.
- Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

- Ability to read and interpret written materials, such as laws and regulations.
- Ability to follow oral and written instructions.
- Ability to use sound judgment in situations involving decision-making, danger, and stress.
- Ability to observe, assess, and evaluate surroundings and accurately recall facts.
- Ability to operate a motor vehicle.
- Ability to establish and maintain effective working relationships.
- Ability to effectively communicate orally.
- Ability to effectively communicate in writing.

MINIMUM EXPERIENCE AND TRAINING: High school Diploma or completion of the General Educational Development test.

SPECIAL REQUIREMENTS:

- All positions require possession of an active motor vehicle operator's license.
- All employees must meet the entrance requirements for the MPOETC Certified Act 120 program which includes a fitness test, a background check, a physical examination including a vision and hearing test, a psychological examination, and a reading test with a minimum 9th grade reading level.
- All employees are required to enroll in, participate, and complete the Municipal Police Officers' Education and Training Commission Certified Basic Police Academy (Act 120) training to obtain MPOETC Certification. Act 120 certification must be obtained to successfully complete the trainee program.