



## VACANCY ANNOUNCEMENT

### POLICE OFFICER ACADEMY COMPLETE/LATERAL – JOB ID 8513 POLICE OFFICER RECRUIT – JOB ID 8514

**ABOUT THE DEPARTMENT:** The CSUN Department of Police Services (DPS) is an International Association of Campus Law Enforcement Administrators (IACLEA) Accredited, full-service law enforcement agency. Per the CA Penal Code (830.2), CSUN DPS police officers are granted statewide peace officer and arrest authority. CSUN DPS serves the CSUN campus community. The CSUN DPS provides service based on the philosophy of community policing which emphasizes building relationships and partnerships with the campus and surrounding community to facilitate successful problem solving to address the quality of life issues identified by the campus community.

**MAJOR DUTIES:** Under general supervision, the Police Officer protects students, faculty, staff, campus visitors, property and facilities from accidents, bodily harm, fire, theft, vandalism and illegal entry. The incumbent enforces laws and traffic/parking regulations; apprehends violators; provides general information and assistance to the public; assists in investigations; patrols campus buildings and grounds by foot, bicycle, Trikke, motorcycle and patrol car; controls crowds during assemblies or disturbances; guards property; investigates and prepares reports on accidents, property damage, fires, law violations, thefts and disturbances of the peace; gathers evidence, makes arrests and appears in court as required; provides emergency response, traffic control and enforcement; provides crime prevention programs; administers first aid to injured persons; and performs other duties as assigned.

**QUALIFICATIONS:** Applicants must satisfactorily meet the current employment standards of the Commission on Police Office Standards and Training (POST) and CSUN Minimum Standards of Employment and Training. Must be free of any felony convictions; have good moral character; be a high school graduate or equivalent; meet pre-employment requirements including physical exam with drug testing, psychological exam, and pass a comprehensive POST background investigation. Successful completion of the California POST Basic Course preferred. Possession of the California POST Basic Certificate preferred.

**KNOWLEDGE, SKILLS & ABILITIES:** Working knowledge of current law enforcement methods and procedures and current criminal codes and laws. Ability and specialized skills to: assess a law enforcement or other hazardous situation and determine an appropriate course of action; communicate effectively, both orally and in writing; prepare clear and concise procedural reports; quickly learn and apply campus rules and regulations to work performed; and establish and maintain cooperative working relationships with the campus community, general public, and state and local public safety agencies.

**PAY & BENEFITS:** The University offers an excellent benefits package.

The *anticipated HIRING RANGE for RECRUIT*: \$3,576 per month; the *anticipated HIRING RANGE for ACADEMY COMPLETE or LATERAL*: \$5,370 – 6,162 per month, depending on experience and qualifications.

This is a Regular position with a one-year probationary period.

Hours: Full Time; Shift rotates and includes evenings, weekends, holidays.

**CANRA:** The person holding this position will be considered a 'general 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.

**CONFLICT OF INTEREST:** This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**APPLY ONLINE HERE:** [www.csun.edu/careers](http://www.csun.edu/careers)

**EQUAL EMPLOYMENT OPPORTUNITY:** CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services at (818) 677- 2101.