

USF Job Class Details

JOB CODE: 8514

JOB TITLE: Law Enforcement Officer Trainee

FLSA: Non-Exempt

PAY PLAN: 23

CAREER BAND: D

UNION CODE: 36

BARGAINING UNIT: E

EFFECTIVE: 11/24/2021

Job Title: Law Enforcement Officer Trainee**Job Summary**

The training consists of a 2-week University Orientation, a 22-week Police Academy, and approximately 21-week Field Training Evaluation Program. The University of South Florida Police Department will cover costs for all books, materials, and uniforms (excluding footwear). Those selected for hire will receive pay and full benefits during this training period. After this training is completed, their salary increases to the salary of a certified Law Enforcement Officer.

Nature of Work

Attend Police Academy as a police recruit for the purpose of obtaining a Florida law enforcement certification. Employee will attend all classes/functions as prescribed and scheduled by the Police Academy and class instructors. Upon successful completion of the Police Academy, employee will be required to register for, take and pass the Florida law enforcement state certification exam administered by the Florida Department of Law Enforcement. This position is a trainee position (non-certified police officer) which must transition to a full-time law enforcement officer at the University of South Florida. This position is designated as an Essential employee. Essential employees provide vital support to the University of South Florida and are subject to recall to work when deemed necessary by the Chief of Police/designee. Recall to work typically happens due to an emergency, disaster or special event that may coincide with the official suspension of classes and/or closing of offices

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all the examples listed, nor does the list include all the work that may be assigned to positions in this class.

Employee will study and pass exams for the following coursework:

- Law enforcement vehicle operations
- First aid for criminal justice officers
- Criminal justice firearms
- Criminal justice defensive tactics
- Dart-firing stun gun
- Criminal justice officer physical fitness training
- Introduction to law enforcement
- Legal
- Interactions in a diverse community

- Interviewing and report writing
- Fundamentals of Patrol
- Calls for service
- Criminal investigations
- Crime scene to courtroom
- Critical incidents
- Traffic/DUI traffic stops
- Traffic crash investigations
- Scenarios

Minimum Qualification Requirements

This position must meet the requirements of Chapter 943.13, Florida Statutes.

Legal, Licensure, & USF Requirements

Employees in this classification are required to maintain all mandatory job-related certifications to include but not limited to firearms qualification, first aid, cardiopulmonary resuscitation, and Florida State driver's license.