UNIVERSITY OF SOUTHERN CALIFORNIA

Public Safety Officer II

Job Code: 147023

Grade: QF
OT Eligible: Yes
Comp Approval: 2/25/2016

**JOB SUMMARY:**
Serves as an assistant field supervisor in absence of the regularly assigned field supervisor and/or a team leader of special operational teams. Trains new personnel. Conducts follow-up investigations of criminal and non-criminal cases which includes: gathering evidence, taking photographs, and following investigative leads. Participates in training for faculty, staff, and students. Carries firearms and works under the direct supervision of a watch commander, field supervisor or a unit manager/supervisor. Has peace officer “powers of arrest” authority pursuant to a Memorandum of Understanding (MOU) with the LAPD while on-duty.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>% TIME</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>*E/M/NA</td>
<td>Acts as field supervisor in the absence of the regularly assigned field supervisor. Supervises security officers assigned to special operational teams, such as crime suppression. Trains new personnel.</td>
</tr>
<tr>
<td>______</td>
<td>Performs follow-up investigations of criminal and non-criminal cases. Gathers physical evidence, recovers latent fingerprints, takes photographs, and follows investigative leads. Telephones, writes letters or makes personal contact to interview and obtain information from crime victims, suspects, and witnesses. Creates composite sketches of criminal suspects based on eyewitness accounts. Conducts special investigations as assigned.</td>
</tr>
<tr>
<td>______</td>
<td>Prepares reports detailing activities and findings. Testifies in court on behalf of the university.</td>
</tr>
<tr>
<td>______</td>
<td>Participates in planning and conducting public awareness meetings and workshops for faculty, staff, and students on topics such as personal safety, theft, and loss prevention.</td>
</tr>
<tr>
<td>______</td>
<td>Performs training duties, to include: Department training coordinator, liaison with police training centers, liaison with Commission on Peace Officers Standards and Training (POST), and liaison with other police training personnel.</td>
</tr>
<tr>
<td>______</td>
<td>Performs personnel duties, to include: Department personnel coordinator for recruitment, selection, and hiring; responsible for in-depth background investigations, and arranging for psychological and medical evaluation of applicants; responsible for entry level and promotional examinations; and maintains confidential personnel information.</td>
</tr>
<tr>
<td>______</td>
<td>Conducts on-site inspections of building and grounds to identify unsafe conditions and security deficiencies, and takes corrective measures by direct action or referrals to appropriate authorities. Cooperates with other law enforcement agencies on investigations of irregularities connected with university security.</td>
</tr>
<tr>
<td>______</td>
<td>Gathers and disseminates information on new protection and prevention concepts through the design and development of brochures displays, and media coverage. Assists administrators in developing safety, security, and emergency preparedness policies and procedures.</td>
</tr>
</tbody>
</table>
Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY REPSONSE/RECOVERY**

Essential: ☐ No
☐ Yes  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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

High school or equivalent

**Minimum Experience:**

2 years
   Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Must possess a valid California Class C driver’s license. Completed POST certified Level I Academy (modules A, B, C), or equivalent out of state training. Possess the state of California Patrol Persons and Firearms permits. Knowledge of arrest, search and seizure procedures, and of existing criminal codes and laws. Knowledge of law enforcement and public safety procedures and security methods.

**Preferred Education:**

Related undergraduate study

**Skills: Administrative:**

Communicate with others to gather information
Compose letters
Conduct meetings
Customer service
Gather data
Research information
Schedule appointments
Understand and apply policies and procedures
Understand and enforce regulatory guidelines
Use database and/or word processing software

** Skills: Other:**

Analysis
Assessment/evaluation
Conflict resolution
Human resource process and employment knowledge
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Teaching/training

Skills: Machine/Equipment
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Firearms, batons and other defensive equipment
- Personal computer
- Photocopier
- Radios - vehicle mounted and/or hand-held

Supervises: Level:
Leads one or more employees performing similar work.

Supervises: Nature of Work:
Service/Maintenance

Comments:
This is an armed officer position. Must be eligible for bonding. Must be free of felony convictions and certain misdemeanors. Must be a United States citizen or a permanent resident alien who is eligible for and has applied for citizenship. Must be at least 20 years old at time of the written examination. Must be found to be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of arrest of a peace officer. Successful completion of: written examination, physical agility test, oral interview, psychological evaluation, in-depth background screening, medical examination, and successful completion of an approved Police Academy. 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.

SIGNATURES:
Employee: _____________________________________  Date:_____________________________
Supervisor: _____________________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer