UNIVERSITY OF SOUTHERN CALIFORNIA

Sergeant

Job Code: 147027

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<th>Grade:</th>
<th>QG</th>
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<td>OT Eligible:</td>
<td>Yes</td>
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<td>Comp Approval:</td>
<td>2/25/2016</td>
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**JOB SUMMARY:**
Serves as the field supervisor of security personnel in the Department of Public Safety. Assists in the administration of a public safety/security and law enforcement program. Participates in procedural development, interpretation of policies and procedures and analysis of crime and service problems. Acts as watch commander in the absence of the assigned Lieutenant. Carries firearms and works under the direct supervision of a watch commander or a unit manager. Has peace officer “powers of arrest” authority pursuant to a Memorandum of Understanding (MOU) with the LAPD while on-duty.

**JOB ACCOUNTABILITIES:**

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<td><strong>E/M/NA</strong></td>
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| Directly supervises security personnel involved in providing protection to the campus community, buildings and facilities and non-uniformed department employees. Trains and provides additional instruction as required. |

| Participates in the assignment of officers to beats and/or details. Schedules, assigns and prioritizes workloads on a daily basis. Assesses performance and provides feedback. Counsels and disciplines as needed. Ensures timely completion of unit's work. |

| Assists in the development of public safety procedures. Interprets university public safety/security policies and procedures to members of the department and campus community. |

| Participates in analysis of crime and service problems on a given watch. Assists in developing field responses. |

| Patrols all areas of the campus and campus community to identify possible problems and hazards. Assumes initial command of serious field situations as required. |

| Sets goals and objectives for unit. Plans, prepares and implements action plans. |

| Prepares status reports recommending action in regard to identified hazards. Provides comprehensive staff reports and summaries of field activities or subjects as required. Reviews officers' reports and memoranda. Ensures compliance with departmental and Los Angeles Police Department's standards. |

| Acts as watch commander in his absence. May represent university administration to internal and external parties. |

| 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 RESPONSE/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

**Minimum Field of Expertise:**

Experience as a Security Officer, a full-time law enforcement officer or supervisory experience in security. Must possess a valid California Class C driver’s license. Possess the State of the California Patrol Persons and Firearms permits. Knowledge of applicable laws. Successfully passes a comprehensive review of record.

**Preferred Education:**

Bachelor’s degree

**Skills: Administrative:**

- Communicate with others to gather information
- Customer service
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines
- Use database and/or word processing software

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Coaching
- Conflict resolution
- Counseling
- Customer service
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
Scheduling  
Staff development  
Supervisory skills  
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:**  
Supervises employees and/or student workers.  

**Supervises: Nature of Work:**  
Service/Maintenance  

**Comments:**  
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.  

**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.  

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