UNIVERSITY OF SOUTHERN CALIFORNIA

Captain

Job Code: 147035

Grade: QH
OT Eligible: No
Comp Approval: 2/25/2016

JOB SUMMARY:
Manages a key unit of the Department of Public Safety. Provides administrative direction in the development, implementation and evaluation of all law enforcement and public safety programs. Carries firearms and reports directly to Chief of Public Safety. Has peace officer “powers of arrest” authority pursuant to a Memorandum of Understanding (MOU) with the LAPD while on-duty.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Manages and administers the functions of a division of the Department of Public Safety. Formulates and coordinates the implementation of divisional goals and objectives. Evaluates the performance of subordinate units.

Manages intermediate and/or first level supervisors. Exercises direct supervision over intermediate and/or first level supervisors. Determines staffing levels based on operational plans, objectives and schedules. Oversees ongoing training, performance management, counseling and disciplining for personnel.

Plans, administers and coordinates the activities of the department work units.

Provides technical advice and administrative direction in the development, implementation and evaluation of law enforcement and public safety programs.

Participates in developing operational policies for the department. Develops procedures necessary to implement relevant policies.

May develop and administer a budget. Authorizes expenditures. Identifies trends and patterns. Assesses law enforcement or other hazardous situations to determine appropriate courses of action.

Supervises or takes command of serious field situations, problems and emergencies as required. Assesses law enforcement or other hazardous situations to determine appropriate courses of action.

Plans and implements security surveys of university facilities.

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:**

5 years

**Minimum Field of Expertise:**

Progressively responsible experience in a law enforcement agency including three years in an administrative capacity. Must possess a valid state of California driver’s license. Possess the state of California Patrol Person and Firearms permits. Thorough knowledge of applicable laws. Successfully passes a comprehensive review of record.

**Preferred Education:**

Bachelor’s degree

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Consulting
- Counseling
- Customer service
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Organization
- Planning
- Problem identification and resolution
- Research
- Scheduling
- Staff development
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Statistical analysis
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:
Manages through subordinate supervisors.

Supervises: Nature of Work:
Service/Maintenance

Comments:
This is an armed officer position. Must be eligible for bonding. Must be 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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