Detective III

Job Code: 147065

OT Eligible: Yes
Comp Approval: 12/13/2016

JOB DESCRIPTION:
Investigates complex and/or escalated cases, crimes and related law enforcement problems. Detains and arrests suspects, protects the rights of individuals in custody, obtains identification and prior arrest record information on suspects, records all confiscated property, and transports suspects to jail. Determines whether probable cause exists to conduct searches, obtains search warrants, and conducts searches. Leads and coordinates the crime scene team in conjunction with members and representatives of other enforcement agencies. Maintains control over physical evidence gathered and records and stores evidence. Identifies potential witnesses and suspects through observation and investigatory process crime scenes or reports. Prepares a variety of records and reports. Communicates and cooperates with other law enforcement and security agents to gather or disseminate information regarding cases. Oversees the work of lower level officers, providing guidance, assistance and mentorship as necessary. Conducts stakeouts and undercover operations as necessary. Actively participates in meetings/training as directed or as required. Maintains awareness and knowledge of current changes to all local, state and federal statutes. Maintains assigned uniforms, vehicle and equipment in accordance with departmental policies and procedures.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Determines investigatory caseload priority and assigns cases as necessary. Oversees the investigation of all cases, crimes and related law enforcement problems. In conjunction with district attorneys and other counsel, coordinates the prosecution of cases. Testifies in court as an expert witness, as necessary.

Serves as a Subject Matter Expert (SME) in matters of law enforcement. Represents the University and the Department of Public Safety on committees, task forces, and in all matters under the jurisdiction of law enforcement pertaining to the University.

Recruits, screens, hires, trains and directly supervises all assigned staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Oversees onboarding and orientation of new employees to ensure that duties, responsibilities, work requirements and performance standards are clearly understood. Assesses staff development needs. Promotes staff participation in educational opportunities and activities. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on day-to-day basis. Ensures timely completion of unit's work.

Determines whether probable cause exists to conduct searches, obtains search warrants, and conducts searches.
Leads and coordinates the crime scene team in conjunction with members and representatives of other enforcement agencies. Searches and processes crime scenes by photographing and/or diagramming scenes and evidence, checking for latent fingerprints, and collecting any physical evidence present.

Maintains control over physical evidence gathered, records and stores evidence, processes evidence for fingerprints and identification information, and transports evidence to the crime laboratory for further processing.

Identifies potential witnesses and suspects through observation and investigatory process crime scenes or reports. Conducts interviews to gather information regarding incidents. Maintains contact with community members who may be able to provide information regarding criminal activities. May also actively participate in community relations activities in order to promote and enhance the vision, goals, and objectives of the department in conjunction with the needs of the community.

Prepares a variety of records and reports, including supplemental investigation, background investigation, internal investigation, and statistical reports. Ensures the promptness and accuracy of submitted investigation reports. Reviews incident reports and arrest records to determine patterns of criminal activity.

Communicates and cooperates with other law enforcement and security agents to gather or disseminate information regarding cases. Serves as a liaison with local, state and federal governmental agencies, as required.

Actively participates in meetings/training as directed or as required and in accordance with established agency policies/procedures, and disseminates information received to agency members as appropriate.

Maintains awareness and knowledge of current changes to all local, state and federal statutes. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences, as necessary.

Maintains assigned uniforms, vehicle and equipment in accordance with departmental policies and procedures.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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  [X] 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:
  7 years

Minimum Field of Expertise:
  Knowledge of federal, state and local laws, criminal and traffic laws, City ordinances and departmental policies and procedures. Knowledge of city and departmental safety policies and procedures. Knowledge of the geography and streets on and around the campus of the University of Southern California. Knowledge of criminal investigation methods. Knowledge of the judicial processes and court procedures.

Preferred Education:
  Bachelor's degree

Preferred Experience:
  10 years

Skills: Administrative:
  Communicate with others to gather information
  Customer service
  Understand and apply policies and procedures
  Understand and enforce regulatory guidelines

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

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.

The University of Southern California is an Equal Opportunity Employer