



## JOB INFORMATION

<i>Job Code:</i>	147019
<i>Job Title:</i>	Public Safety Officer I
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student and/or temporary workers.
<i>Job Family:</i>	Public Safety (Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Provides service functions to support the general safety of the university community. Patrols an assigned area and responds to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Performs investigations and makes arrests when necessary. Deters and prevents unlawful behavior, and performs internal and external public safety functions. 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 QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Related undergraduate study	

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	2 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience as a USC Community Service Officer (CSO).
X		Must be eligible for bonding.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Must be free of felony convictions and certain misdemeanors.
X		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.

## Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Must possess a valid California Class C Driver's license.
X		Completed POST certified Level I Academy (modules A, B, and C), or equivalent out of state training.
X		State of California Patrol Persons and Firearms permits.
X		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.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Patrols an assigned area on foot or in a vehicle. Responds to telephonic and/or radio calls for routine and emergency assistance in both criminal and non-criminal situations. Assesses circumstances and conditions at the scene of an incident and determines the appropriate response.				
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.				
Conducts preliminary investigations of criminal and non-criminal incidents. Interviews victims, witnesses, suspects, and others. Issues citations and/or makes arrests. Conducts follow-up investigations as required.				
Maintains an accurate record of daily activities. Prepares comprehensive incident and crime reports. Ensures reports are legally sufficient through consultation with supervisors.				
Assesses severity of medical emergencies, provides first aid, summons medical assistance as required, and transports non-life threatening sick and injured.				
Testifies in court on criminal and civil matters affecting the interests of the university.				
Maintains perimeter and crowd control in the areas of crimes, emergencies, and special activities.				
Escorts university and hospital employees, faculty, staff, students and/or hospital patients between facilities and their vehicles.				
Presents crime prevention and public information programs.				
Maintains security of buildings and university related property by controlling access, and the opening and securing of buildings.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.