



## Public Safety Liaison Officer - Coliseum Job Description

### JOB INFORMATION

<i>Job Code:</i>	147016
<i>Job Title:</i>	Public Safety Liaison Officer - Coliseum
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Public Safety (Non-Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Serves as Public Safety Liaison Officer for Coliseum. Oversees daily security procedures and staff on non-event days and prior to event management planning. Liaises between Coliseum employees and law enforcement and/or private security for aspects of staffing and logistical support for all event-day activities. Has responsibility for safety and medical staffing support and logistics, site access and some technical aspects of event-day activities. Assists with planning and establishing strategic goals and objectives for public safety program to enhance police and private security cooperation in the protection of Coliseum event-day attendees and property.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

#### Additional Education

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

X 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		5 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		Project management or administrative operations experience.
X		Excellent communication, negotiation, listening, interpersonal and problem solving skills.
	X	Law enforcement experience.
	X	Experience contracting law enforcement and/or private security organizations.

**Other Job Factors**

**JOB ACCOUNTABILITIES**

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees daily security procedures and personnel on non-event days and prior to event management planning. Ensures that facilities are secure and that staff operate in a safe environment. Establishes an effective public safety liaison program and communication system to provide safety and medical staffing and logistical support, keep the Coliseum personnel informed of event-day safety and security details, and maintain good working relationships with university Department of Public Safety, Los Angeles Police Department, Sheriff's Department, State Police, Department of Transportation and private security agencies working security. Assists with planning and establishing strategic goals and objectives for public safety liaison program to enhance police and private security cooperation in the protection of Coliseum event-day attendees and property.				
Researches and identifies trends and needs and assists with establishing program direction accordingly. Assists with assessing quality of program operations. Implements and monitors the public safety liaison program on a regular basis to determine need for improvements. Makes necessary public safety liaison program modifications, as needed to ensure achievement of program goals and objectives. Ensures consistent communication between all public safety personnel regarding improvements and modifications to program and policies and procedures.				
Assists with providing risk assessments of public safety, security and medical plans for event-day activities. Places emphasis on need for crowd and crisis management and to ensure safety of public and staff for events.				
Coordinates all efforts of law enforcement and private security agencies for event- day activities. Has responsibility for deployment scheduling and contracting with private security organizations, university's Department of Public Safety, Los Angeles Police Department, etc. Coordinates the engagements and is the go-to-person for all individuals and agencies working security. Coordinates visits for special guests such as local and national political representatives, celebrities, etc. Explains police and private security procedures and protocols to the public, as needed.				
Coordinates public safety work for event-days, organizes and briefs appropriate Coliseum staff and law enforcement and private security staff, initiates general technical instructions, provides site notes to individuals working security, and completes any forms or documentations. Attends events to oversee activities and ensure details are handled as planned.				
Deals with inquiries, responds to various complaints, resolves issues and concerns and works to establish accommodation needs. Liaises with other Coliseum personnel for coordination of event-day matters.				
Participates in the development of public safety program operating and administrative policies and procedures. Ensures Coliseum personnel are aware of any updates to program policies and procedures. Interprets program policies and procedures.				
Assists with developing information training sessions for Coliseum personnel on safety and security topics of interest. Secures law enforcement officers to make presentations.				
Assists with maintaining updated content for the public safety liaison program section of the Coliseum website.				
Establishes regular meetings with all public safety entities to create trust and understanding between the parties and to discuss mission statements, Standard Operating Procedures to enable education of each department's abilities and constraints and to know what is happening with other departments and within the business community.				
Prepares weekly and monthly status reports for management regarding public safety related matters for event-day activities.				
Provides leadership, guidance and direction to Coliseum staff, and outside private security agency, law enforcement, and university Department of Public Safety personnel. Leads others in the planning and delivery of services and activities.				

## 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 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.		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 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.