



**USC** University of  
Southern California

## Chief Of Safety Job Description

### JOB INFORMATION

<i>Job Code:</i>	199195
<i>Job Title:</i>	Chief Of Safety
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

### JOB SUMMARY

Provides leadership oversight of all areas responsible for protecting and ensuring campus safety and security. Leads the Department of Public Safety (DPS) in providing a safe and secure environment on campuses and in surrounding communities. Collaborates with various key stakeholders to ensure DPS work reflects the university's goal of building and maintaining inclusive relationships with the community. Develops and oversees comprehensive safety and security standards, operational plans, officer deployments, and enforcement of department and university requirements. Interfaces effectively with senior leadership and appropriate offices (e.g., Student Affairs, University Human Resources, Office of General Counsel, Title IX coordinator). Works closely with other departments (e.g., facilities, Information Technology Services) on security and access protocols. Collaborates with local law enforcement and internal university leaders to implement effective crime prevention strategies and emergency response protocols. Oversees plans related to crime prevention and policy enforcement, Clery Act compliance, and community engagement program development.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	in related field(s)
	X	Master's degree	in related field(s)

#### Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	of experience in law enforcement or public safety environments.
X		5 years	of experience in campus-based environments.

#### Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Ability to learn, understand and apply higher education-related regulations, policies and procedures. Commitment to diversity, with demonstrated ability to build, develop and manage diverse, high-performing teams, fostering an environment of inclusiveness, trust, collaboration, transparency, and accountability. Extensive experience with ICS/CMS and emergency management and recovery.
X		Experience developing, implementing, and evaluating community engagement strategies.
X		Experience in the implementation of successful community-oriented policing strategies.
X		Experience in the implementation of the recommendations outlined in the Final Report of the President's Task Force on 21st Century Policing.
X		Experience applying and managing state-of-the-art security systems and automated equipment. Expertise in staffing, evaluating, and organizing security departments.
X		Ability to learn, understand and perform first responder responsibilities when needed.
X		Extensive working knowledge of the Clery Act.
X		Broad working knowledge of Title IX and the Violence Against Women Act.
X		Ability to learn institutional cultures and demonstrated sensitivity to diverse groups of constituents.
X		Experience overseeing and occasionally conducting confidential, sensitive investigations.
X		Experience managing the supervising and training of employees, organizing, prioritizing and scheduling work assignments in fast-paced environments.
X		Demonstrated knowledge of organizational development, with skills in evaluating operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
X		Experience developing, planning, and implementing short- and long-range goals.
X		Demonstrated experience interacting with a broad spectrum of leaders and community members, exercising diplomacy, good judgment, and discretion.
X		Excellent written and oral communication skills, able to carry out clear instructions and explain technical safety information, terms, and data in an understandable manner.
X		Demonstrated customer service, interpersonal and analytical skills.
	X	Experience working at an NCAA Division I FBS institution of higher education in a major urban area with a large international student population.
	X	Law enforcement leadership training from an accredited or nationally recognized organization (e.g., Northwestern University Center for Public Safety, FBINA, FBI LEEDA, ASIS).
	X	Established relations with local law enforcement agencies.
	X	Working knowledge of California BSIS laws and regulations.
	X	Experience developing, implementing, and maintaining record-keeping systems and procedures.

## Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Bureau of Security and Investigative Services Firearm Permit and Security Guard License or obtain licenses within six months of contingent offer acceptance, barring extreme and extenuating circumstances.
X		Valid driver's license

## Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
X			California POST certification

## Other Job Factors

•	Graduation from a POST academy, or equivalent.
•	Must submit to and successfully complete a personal history examination and Defense Industrial Security Clearance at the level of "top secret."
•	Must be willing to work under pressure, on weekends and evenings, and respond to emergencies quickly when needed.

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides leadership for DPS, overseeing campus security, safety, traffic control, and other public safety-related protocols. Generates a clear DPS mission and vision by aligning people and strategies. Responsible for the planning, design and implementation of comprehensive public safety programs, policies, and procedures. Educates various stakeholders (e.g., student groups, faculty, senior administrators) in safety and security.				
Develops, implements, and manages strategies, policies, standards, processes, and tools to identify, prevent, detect, document and remedy hazards and threats. Oversees operational plans, officer deployments, and enforcement of department and university rules. Monitors and evaluates operations and makes adjustments to ensure department meets established goals and benchmarks. Embraces and cultivates the ONE USC Community Safety Vision and DPS values (e.g., accountability, open communication, integrity, transparency, equity and inclusion).				
Responsible for DPS planning, staffing, and budgeting, and oversees the development and implementation of strategic department plans. Leads department of more than 300 employees and establishes a results-oriented performance management culture. Manages senior directors, directors and managers of all assigned departments and service lines. Develops high-performance teams through excellent employee relations, team building and staff development. Provides guidance, coaching, support, or discipline as appropriate.				
Collaborates with Los Angeles Police Department, L.A. County Sheriff's Department and other public safety departments (e.g., Fire Safety/Emergency Planning, Environmental Health and Safety, Risk Management) to implement effective crime prevention strategies and emergency response protocols. Acts as a key advisor to senior leadership on development of strategic objectives and department goals.				
Ensures DPS delivers high quality service to the university community and builds partnerships to facilitate safe and secure environments at all campuses (e.g., University Park, Health Sciences, Alhambra, Catalina Island). Works to establish and maintain trust and respect for DPS as an integral part of a highly diverse community. Communicates and engages with faculty, staff, students and other stakeholders to discuss department and university goals and challenges with 24/7 availability.				
Ensures DPS acts and communicates with transparency and solicits feedback from community members. Implements recommendations made by the Community Advisory Board. Promotes an environment that fosters diverse, equitable, and inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
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.	Yes	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.