



**USC** University of  
Southern California

## Captain Job Description

### JOB INFORMATION

<i>Job Code:</i>	147035
<i>Job Title:</i>	Captain
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Public Safety (Non-Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	5 Manager

### 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 QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Bachelor's degree	

#### 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		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		Progressively responsible experience in a law enforcement agency including three years in an administrative capacity.
X		Thorough knowledge of applicable laws.

## Licenses

Req	Pref	License(s)
X		Must possess a valid driver's license.
X		Must possess the state of California Patrol Person and Firearms permits.
X		Security Guard License.

## Other Job Factors

• Successfully passes a comprehensive review of record.
• 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.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
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.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.