



## JOB INFORMATION

<i>Job Code:</i>	147030
<i>Job Title:</i>	Executive Protection Sergeant
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Public Safety (Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	6 Supervisor

## JOB SUMMARY

Ensures the physical protection and safety of the university president and president's office through comprehensive presidential protection, risk management, logistical coordination, and emergency preparedness. Leads efforts to assess potential threats, oversees security operations, and safeguards both the president's office and residence. With peace officer "powers of arrest" granted while on duty under a Memorandum of Understanding (MOU) with the LAPD, the role requires strategic planning, team leadership, and the capacity to respond to high-risk situations with authority and precision.

## 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	Criminal Justice

### 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		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 security officer, a full-time law enforcement officer, or supervisory experience in security.
X		Experience in dignitary security or executive protection.

**Knowledge, Skills and Abilities**

Req	Pref	Functional Skills
X		Knowledge of applicable laws.
X		This is an armed officer position. Must be eligible for bonding.
X		Valid California class C driver’s license.
X		State of California Patrol Persons and Firearms permit.

**Certifications**

Req	Pref	Select Certifications	Enter Additional Certifications
X			P.O.S.T certification in Executive Protection and Personal Security Management.

**Other Job Factors**

**JOB ACCOUNTABILITIES**

	% Time	Essential	Marginal	N/A
Provides personal security and transportation for the university president, ensuring safety during all engagements and travel. Oversees and ensures proper security measures are in place for events involving the university president (e.g., public appearances, meetings). Ensures all security protocols are followed (e.g., collaborates with internal teams and external entities).				
Continuously assesses and monitors security risks that could affect the safety of the university president. Develops and implements comprehensive security plans for high-risk events, travel, and other activities. Liaises with internal departments and external agencies for threat assessment; ensures swift escalation of any potential threats.				
Coordinates the logistics of transportation and scheduling to ensure seamless protection services for the university president (e.g., vehicle maintenance, safety equipment). Oversees documentation (e.g., mileage logs, incident reports, emergency plans). Leads responses to security incidents and emergencies; initiates evacuation or protective actions as required.				
Supervises and trains a security team. Manages training and schedule for backup staff; ensures consistent readiness of all security staff. Conducts specialized training (e.g., crisis management, de-escalation, emergency response procedures).				
Oversees the security and safety of the president’s office and residence; ensures full operability of all relevant systems (e.g., alarms, surveillance). Conducts regular audits and safety checks on security infrastructure (e.g., key inventory, card access, emergency equipment). Collaborates with internal departments to maintain high levels of security both at work and home, ensuring the university president’s constant protection.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

**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		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

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		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.