



## JOB INFORMATION

<i>Job Code:</i>	147023
<i>Job Title:</i>	Public Safety Officer II
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Public Safety (Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	8 Individual Contributor
Public Safety Officer II	

## JOB SUMMARY

Serves as an assistant field supervisor in absence of the regularly assigned field supervisor and/or a team leader of special operational teams. Trains new personnel. Conducts follow-up investigations of criminal and non-criminal cases which includes: gathering evidence, taking photographs, and following investigative leads. Participates in training for faculty, staff, and students. 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.

<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		2 years	

### Additional Work Experience

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

X	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		Knowledge of arrest, search and seizure procedures, and of existing criminal codes and laws.
X		Knowledge of law enforcement and public safety procedures and security methods.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to work varied days and shifts: 8 or 10 hours per day, 40 hours per week.
X		Ability to report for work in case of emergencies.

## Licenses

Req	Pref	License(s)
X		Valid California Class C driver's license.
X		Completed POST-certified Level I Academy (modules A, B, C), or equivalent out-of-state training.
X		California Patrol Persons and Firearms permits.

## Other Job Factors

• Must be eligible for bonding.
• Must be free of felony convictions and certain misdemeanors.
• Must be a United States citizen or a permanent resident alien who is eligible for and has applied for citizenship.
• Must be at least 20 years old at time of the written examination.
• 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.
• 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.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Acts as field supervisor in the absence of the regularly assigned field supervisor. Supervises security officers assigned to special operational teams, such as crime suppression. Trains new staff.				
Performs follow-up investigations of criminal and non-criminal cases. Gathers physical evidence, recovers latent fingerprints, takes photographs, and follows investigative leads. Telephones, writes letters or makes personal contact to interview and obtain information from crime victims, suspects, and witnesses. Creates composite sketches of criminal suspects based on eyewitness accounts. Conducts special investigations as assigned.				
Prepares reports detailing activities and findings. Testifies in court on behalf of the university.				
Participates in planning and conducting public awareness meetings and workshops for faculty, staff, and students on topics such as personal safety, theft, and loss prevention.				
Performs training duties, to include: Department training coordinator, liaison with police training centers, liaison with Commission on Peace Officers Standards and Training (POST), and liaison with other police training staff.				
Performs personnel duties, to include: Department personnel coordinator for recruitment, selection, and hiring; responsible for in-depth background investigations, and arranging for psychological and medical evaluation of applicants; responsible for entry-level and promotional examinations; and maintains confidential employee information.				
Conducts on-site inspections of building and grounds to identify unsafe conditions and security deficiencies, and takes corrective measures by direct action or referrals to appropriate authorities. Cooperates with other law enforcement agencies on investigations of irregularities connected with university security.				
Gathers and disseminates information on new protection and prevention concepts through the design and development of brochures displays, and media coverage. Assists administrators in developing safety, security, and emergency preparedness policies and procedures.				

## 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.