

UNIVERSITY OF SOUTHERN CALIFORNIA

Public Safety Officer I

Job Code: 147019

Grade: QE
OT Eligible: Yes
Comp Approval: 2/6/2009

JOB SUMMARY:

Provides service functions to support the general safety of the university community. Patrols an assigned area and responds to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Performs investigations and makes arrests when necessary. Deters and prevents unlawful behavior, and performs internal and external public safety functions. 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 ACCOUNTABILITIES:

***E/M/NA % TIME**

- _____ _____ Patrols an assigned area on foot or in a vehicle. Responds to telephonic and/or radio calls for routine and emergency assistance in both criminal and non-criminal situations. Assesses circumstances and conditions at the scene of an incident and determines the appropriate response.
 - _____ _____ Conducts preliminary investigations of criminal and non-criminal incidents. Interviews victims, witnesses, suspects, and others. Issues citations and/or makes arrests. Conducts follow-up investigations as required.
 - _____ _____ Maintains an accurate record of daily activities. Prepares comprehensive incident and crime reports. Ensures reports are legally sufficient through consultation with supervisors.
 - _____ _____ Assesses severity of medical emergencies, provides first aid, summons medical assistance as required, and transports non-life threatening sick and injured.
 - _____ _____ Testifies in court on criminal and civil matters affecting the interests of the university.
 - _____ _____ Maintains perimeter and crowd control in the areas of crimes, emergencies, and special activities.
 - _____ _____ Escorts university and hospital employees, faculty, staff, students and/or hospital patients between facilities and their vehicles.
 - _____ _____ Presents crime prevention and public information programs.
 - _____ _____ Maintains security of buildings and university related property by controlling access, and the opening and securing of buildings.
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

- 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.

JOB QUALIFICATIONS:**Minimum Education:**

High school or equivalent

Minimum Experience:

1 year

Minimum Field of Expertise:

Must possess a valid California Class C Driver's license; completed POST certified Level I Academy (modules A, B, and C), or equivalent out of state training, or have one (1) year experience as a USC Community Service Officer (CSO) and meet the POST or equivalency requirement and possess the State of California Patrol Persons and Firearms permits.

Preferred Education:

Related undergraduate study

Preferred Experience:

2 years

Skills: Administrative:

Answer telephones
Communicate with others to gather information
Customer service
Gather data
Input data
Maintain logs
Research information
Understand and apply policies and procedures
Understand and enforce regulatory guidelines
Use database and/or word processing software

Skills: Other:

Assessment/evaluation
Conflict resolution
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Public speaking/presentations

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Firearms, batons and other defensive equipment

Personal computer
Photocopier
Radios - vehicle mounted and/or hand-held

Supervises: Level:

May oversee student and/or temporary workers.

Comments:

This is an armed officer position. 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. Must be able to work varied days and shifts: 8 or 10 hours per day, 40 hours per week. Must be able to report for work in case of emergencies. Operates motor vehicles and/or electric carts.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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