



USC University of Southern California

Detective I Job Description

JOB INFORMATION

<i>Job Code:</i>	147061
<i>Job Title:</i>	Detective I
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Public Safety (Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Investigates assigned cases, crimes and related law enforcement problems. Detains and arrests suspects, protects the rights of individuals in custody, obtains identification and prior arrest record information on suspects, records all confiscated property, and transports suspects to jail. Determines whether probable cause exists to conduct searches, obtains search warrants, and conducts searches. Leads and coordinates the crime scene team in conjunction with members and representatives of other enforcement agencies. Maintains control over physical evidence gathered and records and stores evidence. Identifies potential witnesses and suspects through observation and investigatory process crime scenes or reports. Prepares a variety of records and reports. Communicates and cooperates with other law enforcement and security agents to gather or disseminate information regarding cases. Conducts stakeouts and undercover operations as necessary. Actively participates in meetings/training as directed or as required. Maintains awareness and knowledge of current changes to all local, state and federal statutes. Maintains assigned uniforms, vehicle and equipment in accordance with departmental policies and procedures.

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.

<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	
	X	3 years	

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

Req	Pref	Functional Skills
X		Knowledge of federal, state and local laws, criminal and traffic laws, City ordinances and departmental policies and procedures.
X		Knowledge of city and departmental safety policies and procedures.
X		Knowledge of the geography and streets on and around the campus of the University of Southern California.
X		Knowledge of criminal investigation methods.
X		Knowledge of the judicial processes and court procedures.

Other Job Factors

- This is an armed officer position.
- Must be eligible for bonding.
- Must be a 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.
- 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.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Investigates assigned cases, crimes and related law enforcement problems. Gathers information, assists with the determination of the point at which cases are ready for prosecution. Testifies in court as an expert witness, as necessary.				
Detains and arrests suspects, protects the rights of individuals in custody, obtains identification and prior arrest record information on suspects, records all confiscated property, and transports suspects to jail. Describes reasons for arrest, obtains arrest warrants, and makes arrests or turns warrants over to other law enforcement personnel for service.				
Determines whether probable cause exists to conduct searches, obtains search warrants, and conducts searches.				
Leads and coordinates the crime scene team in conjunction with members and representatives of other enforcement agencies. Searches and processes crime scenes by photographing and/or diagramming scenes and evidence, checking for latent fingerprints, and collecting any physical evidence present.				
Maintains control over physical evidence gathered, records and stores evidence, processes evidence for fingerprints and identification information, and transports evidence to the crime laboratory for further processing.				
Identifies potential witnesses and suspects through observation and investigatory process crime scenes or reports. Conducts interviews to gather information regarding incidents. Maintains contact with community members who may be able to provide information regarding criminal activities. May also actively participate in community relations activities in order to promote and enhance the vision, goals, and objectives of the department in conjunction with the needs of the community.				
Prepares a variety of records and reports, including supplemental investigation, background investigation, internal investigation, and statistical reports. Ensures the promptness and accuracy of submitted investigation reports. Reviews incident reports and arrest records to determine patterns of criminal activity.				
Communicates and cooperates with other law enforcement and security agents to gather or disseminate information regarding cases. Serves as a liaison with local, state and federal governmental agencies, as required.				
Conducts stakeouts and undercover operations as necessary, in an attempt to arrest suspects engaged in criminal activity.				
May be assigned to investigate financial, juvenile, vice, homicide, drug, auto theft, property, robbery, assault, gang-related and other crimes.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Actively participates in meetings/training as directed or as required and in accordance with established agency policies procedures, and disseminates information received to agency members as appropriate.				
Maintains awareness and knowledge of current changes to all local, state and federal statutes. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences, as necessary.				
Maintains assigned uniforms, vehicle and equipment in accordance with departmental 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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.