



**USC** University of  
Southern California

## Lieutenant Job Description

### JOB INFORMATION

Job Code:	147031
Job Title:	Lieutenant
FLSA Status:	Exempt
Supervisory:	
Job Family:	Public Safety (Non-Step)
Job Family Group:	Public Safety
Management Level:	6 Supervisor

### JOB SUMMARY

Serves as the operations manager of security personnel or as the administrator of a staff unit in the Department of Public Safety. Assists in the administration of public safety/security and law enforcement program. Develops, plans and implements operational objectives and goals. Serves as station commander on an assigned watch. Carries firearms and works under the direct supervision of a Captain. Has peace officer & powers of arrest authority pursuant to a Memorandum of Understanding (MOU) with the LAPD while on-duty.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
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

Req	Pref	Functional Skills
X		Experience as a USC Sergeant or as a Sergeant or higher rank in a law enforcement agency.
X		Must possess a valid California Class C driver's license.
X		Possess the state of California Patrol Persons and Firearms permits.
X		Knowledge of applicable laws.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Successfully passes a comprehensive review of record.

## Licenses

Req	Pref	License(s)
X		Security Guard License.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directly manages first line supervisors involved in providing protection to the campus community, buildings and facilities. Coordinates job development training. Provides additional instruction as necessary.				
Schedules, assigns and prioritizes workloads on a daily basis. Assesses performance and provides feedback. Investigates complaints about department service. Counsels and disciplines as needed. Ensures timely completion of unit's completion.				
Participates in the review and analysis of statistics and other relevant data to identify public safety or crime problems.				
Develops objectives and tactical plans for public safety or crime problems. Participates as part of management team in assessing needs.				
Provides interpretations of university public safety policies and procedures to community, representatives of local agencies and the general public.				
Prepares comprehensive staff reports on subjects as assigned.				
Serves as station commander on an assigned watch. Identifies and analyzes security-related problems and emergencies. Acts as official representative of the university as required. Performs as the field supervisor as needed.				
Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. 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.				
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.				

## 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>
Campus Security Authority (CSA)			Essential:
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.