



USC University of Southern California

Sergeant Job Description

JOB INFORMATION

Job Code:	147027
Job Title:	Sergeant
FLSA Status:	Non-Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Public Safety (Step)
Job Family Group:	Public Safety
Management Level:	7 Individual Contributor

JOB SUMMARY

Serves as the field supervisor of security personnel in the Department of Public Safety. Assists in the administration of a public safety/security and law enforcement program. Participates in procedural development, interpretation of policies and procedures and analysis of crime and service problems. Acts as watch commander in the absence of the assigned Lieutenant. Carries firearms and works under the direct supervision of a watch commander or a unit manager. 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 security officer, a full-time law enforcement officer or supervisory experience in security.
X		Knowledge of applicable laws.
X		Successfully passes a comprehensive review of record.
X		This is an armed officer position. Must be eligible for bonding.

Licenses

Req	Pref	License(s)
X		Valid California class C driver’s license.
X		State of California Patrol Persons and Firearms permit.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directly supervises security personnel involved in providing protection to the campus community, buildings and facilities and non-uniformed department employees. Trains and provides additional instruction as required.				
Participates in the assignment of officers to beats and/or details. Schedules, assigns and prioritizes workloads on a daily basis. Assesses performance and provides feedback. Counsels and disciplines as needed. Ensures timely completion of unit’s work.				
Assists in the development of public safety procedures. Interprets university public safety/security policies and procedures to members of the department and campus community.				
Participates in analysis of crime and service problems on a given watch. Assists in developing field responses.				
Patrols all areas of the campus and campus community to identify possible problems and hazards. Assumes initial command of serious field situations as required.				
Sets goals and objectives for unit. Plans, prepares and implements action plans.				
Prepares status reports recommending action in regard to identified hazards. Provides comprehensive staff reports and summaries of field activities or subjects as required. Reviews officers’ reports and memoranda. Ensures compliance with departmental and Los Angeles Police Department’s standards.				
Acts as watch commander in his absence. May represent university administration to internal and external parties.				
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.				

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.