Investigates complex and/or escalated 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. Oversees the work of lower level officers, providing guidance, assistance and mentorship as necessary. 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.
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.

Oversees the work of lower level officers, providing guidance, assistance and mentorship as necessary. Assists in the creation of training materials and participates in the delivery of training 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.

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.

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:**

3 years

**Minimum Field of Expertise:**

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

**Preferred Education:**

- Bachelor’s degree

**Preferred Experience:**

- 4 years

**Skills: Administrative:**

- Communicate with others to gather information
- Customer service
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines
- Use database and/or word processing software

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Coaching
- Conflict resolution
- Counseling
- Customer service
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Scheduling
- Staff development
- Supervisory skills
- Teaching/training

**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 lead one or more employees performing similar work.
- May oversee student, temporary and/or resource workers.

**Comments:**
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. This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

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.

The University of Southern California is an Equal Opportunity Employer