UNIVERSITY OF SOUTHERN CALIFORNIA

Public Safety Liaison Officer-Coliseum

Job Code: 147016

OT Eligible: **Yes**

Comp Approval: **4/1/2020**

JOB SUMMARY:

Serves as Public Safety Liaison Officer for Coliseum. Oversees daily security procedures and personnel on non-event days and prior to event management planning. Liaises between Coliseum personnel and law enforcement and/or private security personnel for aspects of staffing and logistical support for all event-day activities. Has responsibility for safety and medical staffing support and logistics, site access and some technical aspects of event-day activities. Assists with planning and establishing strategic goals and objectives for public safety program to enhance police and private security cooperation in the protection of Coliseum event-day attendees and property.

JOB ACCOUNTABILITIES:

*E/M/NA	% TIME	
_____	_____	Oversees daily security procedures and personnel on non-event days and prior to event management planning. Ensures that facilities are secure and that staff operate in a safe environment. Establishes an effective public safety liaison program and communication system to provide safety and medical staffing and logistical support, keep the Coliseum personnel informed of event-day safety and security details, and maintain good working relationships with university Department of Public Safety, Los Angeles Police Department, Sheriff's Department, State Police, Department of Transportation and private security agencies working security. Assists with planning and establishing strategic goals and objectives for public safety liaison program to enhance police and private security cooperation in the protection of Coliseum event-day attendees and property.
_____	_____	Researches and identifies trends and needs and assists with establishing program direction accordingly. Assists with assessing quality of program operations. Implements and monitors the public safety liaison program on a regular basis to determine need for improvements. Makes necessary public safety liaison program modifications, as needed to ensure achievement of program goals and objectives. Ensures consistent communication between all public safety personnel regarding improvements and modifications to program and policies and procedures.
_____	_____	Assists with providing risk assessments of public safety, security and medical plans for event-day activities. Places emphasis on need for crowd and crisis management and to ensure safety of public and staff for events.
_____	_____	Coordinates all efforts of law enforcement and private security agencies for event-day activities. Has responsibility for deployment scheduling and contracting with private security organizations, university's Department of Public Safety, Los Angeles Police Department, etc. Coordinates the engagements and is the go-to-person for all individuals and agencies working security. Coordinates visits for special guests such as local and national political representatives, celebrities, etc. Explains police and private security procedures and protocols to the public, as needed.

_____ _____ Coordinates public safety work for event-days, organizes and briefs appropriate Coliseum personnel and law enforcement and private security personnel, initiates general technical instructions, provides site notes to individuals working security, and completes any forms or documentations. Attends events to oversee activities and ensure details are handled as planned.

_____ _____ Deals with inquiries, responds to various complaints, resolves issues and concerns and works to establish accommodation needs. Liaises with other Coliseum personnel for coordination of event-day matters.

_____ _____ Participates in the development of public safety program operating and administrative policies and procedures. Ensures Coliseum personnel are aware of any updates to program policies and procedures. Interprets program policies and procedures.

_____ _____ Assists with developing information training sessions for Coliseum personnel on safety and security topics of interest. Secures law enforcement officers to make presentations.

_____ _____ Assists with maintaining updated content for the public safety liaison program section of the Coliseum website.

_____ _____ Establishes regular meetings with all public safety entities to create trust and understanding between the parties and to discuss mission statements, Standard Operating Procedures to enable education of each department's abilities and constraints and to know what is happening with other departments and within the business community.

_____ _____ Prepares weekly and monthly status reports for management regarding public safety related matters for event-day activities.

_____ _____ Provides leadership, guidance and direction to Coliseum staff, and outside private security agency, law enforcement, and university Department of Public Safety personnel. Leads others in the planning and delivery of services and activities.

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:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

5 years

Minimum Field of Expertise:

Project management or administrative operations experience. Excellent communication, negotiation, listening, interpersonal and problem solving skills.

Preferred Field of Expertise:

Law enforcement experience. Familiar with contracting law enforcement and/or private security organizations.

Skills: Administrative:

Communicate with others to gather information
Compose letters
Conduct meetings
Coordinate meetings
Coordinate work of others
Customer service
Develop office procedures
Gather data
Prioritize different projects
Research information
Understand and apply policies and procedures
Understand and enforce regulatory guidelines
Use database and/or word processing software

Skills: Other:

Analysis
Assessment/evaluation
Conflict resolution
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Networking
Organization
Planning
Problem identification and resolution
Public relations
Scheduling
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

Comments:

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.

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