

SECURITY OFFICER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
4212	Security Officer	13	069	6 mo.	02/15/16	Add
4213	Security Sergeant	13	069	6 mo.	02/15/16	Add

Promotional Line: 375

Series Narrative

Employees in positions allocated to this series are involved in the performance or supervision of protective services work such as guarding hospitals, other medical settings, student housing, and campus buildings. Controlling access to facilities by employees, visitors, and students.

Security Officers may serve at fixed posts or patrol assigned areas on foot or by vehicle, and perform a variety of protective duties, such as enforcing regulations, safety and security controls, responding to disturbance calls and taking the initial trained response to protect lives and property. They may physically restrain hostile and combative individuals to restore peace. They may also exercise these duties in medical settings in order to permit the application of medicine or restraint devices, monitors suicidal or homicidal clients; searches for and returns escaped patients. At the higher level, they are responsible for the selection, training, supervision, and discipline of Security Officers.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Security Officer

4212

Employees in positions allocated to this level of the series perform asset protection and public safety duties in a variety of fixed posts and patrol assignments under the general supervision of a designated supervisor.

A Security Officer typically –

1. patrols campus buildings and grounds, including medical facilities, to observe security breaches or unsafe conditions. Answers disturbance calls, alarms and initiates initial response action necessary to protect lives and property. Directs individuals away from unauthorized areas or unsafe conditions, responds quickly to emergencies, and summons law enforcement authorities to make arrests and to restore peace and order when unlawful or hazardous conditions require control by police authority.
2. dispatches calls using radio; pages staff; prepares visitor and/or parking passes; controls personnel access by monitoring the identification of individuals entering controlled areas.
3. responds to emergency situations and drills; administers emergency first aid or CPR; performs fire control duties at small fires, immediately notifying responsible parties and removing individuals from area.
4. controls and directs traffic and enforces parking regulations on grounds, issues warnings.

5. enforces non-smoking policy on grounds, issues warnings, and citations when applicable.
6. interviews witnesses, writes detailed narrative reports; maintains daily activity reports; records visitors names, confirms identity, issues passes and escorts individuals with in secured area, unlocking gates, doors; may drive patrol car while making rounds.
7. searches for and attempts to locate missing individuals; notifies law enforcement authorities as required.
8. manages conflict through negotiation.
9. subdues individuals who exhibit aggressive behavior to restore peace and order.
10. in primarily medical settings:
 - a. may transport high risk patients to other clinics and health care areas, performs patient escorts, in ambulance and /or medical transport vehicles. In addition, transport and secure patient valuables.
 - b. May subdue patients to allow for the application of medication or physical restraints; assist in the application of four point restraints to high risk patients; perform special duty watch.
 - c. may provide “stand-by” services for active suicidal or homicidal clients on a clinical unit.
 - d. may aid in the search for and return of escaped or absconded patients.
11. performs related duties as assigned.

Level II: Security Sergeant**4213**

Employees in positions allocated to this level of the series are responsible for the selection, training, supervision, and discipline of Security Officers. They are also responsible for the preparation of security planning reports, program evaluations and comprehensive investigation reports. They function under the direction of an assigned supervisor.

A Security Sergeant typically –

1. interviews, selects, and orients new Security Officers.
2. establishes work assignments and schedules of assigned Security Officers.
3. provides leadership, training, supervision and manages performance of the Security Officers.
4. plans and schedules training for assigned Security Officers.
5. develops training curriculum, conducts classes, tests and evaluates class work.
6. implements, disciplines, and enforces standard operating procedures and policies for assigned staff.

7. conducts periodic inspections to assure that assigned staff are performing in accordance with appropriate guidelines.
8. maintains necessary operational records and reports for Security Officer staff.
9. performs duties at lower level of this series.
10. performs related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

Level I: Security Officer

4212

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Valid Illinois driver's license.
3. No record of conviction of a felony, or of a crime involving moral turpitude.
4. Valid State of Illinois Permanent Employee Registration Card (PERC).
5. One year (12 months) of security experience in an institutional or medical setting.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of facility security requirements and regulations.
2. Knowledge of physical restraint techniques to control combative individuals, use of handcuffs, baton.
3. Knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and control.
4. Knowledge of defensive training and response protocols for security breaches including physical restraints.
5. Knowledge of negotiation and persuasion dialogue managing initial communication in crisis situations.
6. Normal vision and hearing (corrected).
7. Ability to read basic operational procedures and prepare operational reports.
8. Ability to stand and/or walk for extended periods of time if essential to the position.
9. Ability to climb stairs, run and physically restrain and control individuals.

10. Ability to recognize and provide initial response to security breaches and safety hazards.
11. Ability to complete the Physical Agility Examination and maintain the level of fitness required for the job on an annual basis.

Level II: Security Sergeant**4213**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Valid Illinois driver's license.
3. No record of conviction of a felony, or of a crime involving moral turpitude.
4. Valid State of Illinois Permanent Employee Registration Card (PERC).
5. Two years (24 months) of experience performing duties at or comparable to that performed at the Security Officer level of this series or in other positions of comparable responsibility.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Possession of knowledge, skills, and abilities (KSAs) listed for Security Officer.
2. Knowledge of security enforcement practices, techniques, and leadership skills.
3. Extensive knowledge of facility security requirements and regulations.
4. Ability to effectively supervise.
5. Ability to prepare comprehensive operational reports.

Please Note: For all Employees

Additional institutional requirements, certifications and accreditation for specific positions may be required during any point of employment. Examples include but not limited to:

- The Crisis Prevention Institute's Nonviolent Crisis Intervention Training.
- Possession of the International Association for Healthcare Security and Safety's and Healthcare Safety Certificate of Completion.*
- Ability to complete the Physical Agility Examination.