

## SECURITY GUARD 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>
4210	Security Guard	13	069	6 mo.	11/15/16	Rev.
4211	Security Guard Supervisor	13	069	6 mo.	11/15/16	Rev.

### *Promotional Line: 237*

#### Series Narrative

Employees in positions allocated to this series are involved in the performance or supervision of protective services work in guarding University owned or leased buildings and property; protecting equipment and materials; and controlling access to facilities by employees, visitors, and students.

Security Guards serve at fixed posts or patrol assigned areas on foot or by vehicle, and perform a variety of protective duties, such as enforcing pertinent administrative rules and regulations governing building or other facility access, and breaches in physical security controls (locks, fences, gates, or other barriers). Security Guards may control the movement of persons and protect lives and personal property in and around the property protected. At the higher level, they are responsible for the selection, training, supervision, and discipline of Security Guards.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Security Guard**

**4210**

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

A Security Guard typically:

1. patrols and monitors offices, classrooms, buildings and other areas of the campus to safeguard individuals and prevent theft or damage to property, equipment, tools, and supplies;
2. patrols a prescribed area to check breaches in physical security controls such as locks, alarms, fences, gates, and other barriers; responsible for locking and unlocking of offices, classrooms, buildings, etc., as required;
3. patrols the perimeters to detect faulty fences and/or equipment malfunctions such as exit doors, security lighting systems, trespassing violations, attempted thefts and signs of vandalism;
4. circulates among students, staff, and visitors to preserve order and protect property;
5. enforces parking regulations, escort students, staff and visitors as needed, collect fees and enters data into computer;
6. directs or guides students, employees and visitors in case of emergencies or evacuations;
7. monitors surveillance equipment and alarm systems;

8. monitors and authorizes personnel access by verifying the identification and credentials of individuals entering controlled areas to maintain security of premises;
9. assists in maintaining keys and/or key card control;
10. refers persons who lack proper credentials to a control point to arrange access;
11. writes reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, potential safety hazards or any unusual occurrences;
12. assists with the training or orientation of new security guards;
13. performs related duties as assigned.

**Level II: Security Guard Supervisor****4211**

Employees in positions allocated to this level of the series are responsible for the selection, training, supervision, and discipline of Security Guards. They function under the direction of an assigned supervisor.

A Security Guard Supervisor typically:

1. plans, directs, or coordinates security activities to safeguard assets, individuals, or property;
2. manages performance, progression, and evaluation of security guards;
3. establishes work assignments and schedules of assigned Security Guards;
4. reviews security reports/logs generated; compiles security statistical reports;
5. implements, and enforces standard operating policies and procedures; establish priorities and assigns tasks;
6. conducts periodic inspections to assure that assigned staff are performing in accordance with appropriate guidelines;
7. maintains necessary operational records, reports, and budgets for security guards;
8. ensures safety of property, supplies, staff, and patrols specific facilities and reports safety hazards;
9. ensures enforcement of University rules and regulations;
10. manages staff in controlling access to facilities and enforcing the proper use and protection of equipment and materials;
11. manages, operates, and maintains security equipment, alarm system, and key/key card system;
12. performs related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Security Guard****4210**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Valid Illinois drivers license if essential to the position.
3. No record of conviction of a felony, or of a crime involving moral turpitude.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of, or the ability to learn and uphold, University policies and procedures to promote security operations for the protection of people, data, property, and institutions.
2. Ability to communicate effectively, patiently, and objectively in order to clearly demonstrate knowledge, command of the situation, and traits that include concern, integrity, and respect for the individual and/or situation.
3. Ability to enforce security rules and regulations.
4. Ability to read basic operational procedures and prepare operational reports.
5. Ability to stand and/or walk for extended periods of time if essential to the position.
6. Ability to work outdoors during all seasons if essential to the position.
7. Ability to hear and see details at close range and at a distance; normal vision and hearing (corrected).
8. Ability to maintain an awareness of the environment for suspicious or criminal behavior or activity;
9. Ability to listen to and understand information and ideas presented through spoken words and sentences; mental alertness.
10. Ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material; flexibility of closure.
11. Ability to think critically, respond effectively, and maintain a professional demeanor in a potentially high stress or emergency situations.

**Level II: Security Guard Supervisor****4211**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Valid Illinois drivers license if essential to the position.
3. No record of conviction of a felony, or of a crime involving moral turpitude
4. One year of experience performing duties at, or comparable to, the next lower level in this series.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of, or the ability to learn and uphold, University policies and procedures to promote security operations for the protection of people, data, property, and institutions.
2. Ability to communicate effectively, patiently, and objectively in order to clearly demonstrate knowledge, command of the situation, and traits that include concern, integrity, and respect for the individual and/or situation.
3. Ability to coordinate, train and/or effectively supervise others.
4. Ability to prepare comprehensive operational reports.
5. Ability to enforce security rules and regulations.
6. Ability to stand and/or walk for extended periods of time if essential to the position.
7. Ability to work outdoors during all seasons if essential to the position.
8. Ability to hear and see details upclose and at a distance; normal vision and hearing (corrected).
9. Ability to maintain an awareness of the environment for suspicious or criminal behavior or activity;
10. Ability to listen to and understand information and ideas presented through spoken words and sentences; mental alertness.
11. Ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material; flexibility of closure.
12. Ability to think critically, respond effectively, and maintain a professional demeanor in potentially high stress or emergency situations.

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<sup>i</sup> See the Promotional Line List for a complete listing of the classes in this/these promotional line(s).