



SECURITY OFFICER

SCOPE OF WORK:

Work involves providing for the safety and security of individuals at state facilities and/or protecting state property against fire, theft, vandalism, weather disasters, and illegal entry.

DUTIES PERFORMED AT ALL LEVELS:

- Patrol buildings and grounds; monitor security alarms; facilitate property access by authorized personnel; apprehend and/or remove unauthorized individuals, notify local law enforcement agency when warranted.
- Ensure safety of individuals on state property; monitor walkways and facility entrances; initiate action to correct insecure conditions; monitor conditions until physical hazard concern is corrected.
- Ensure security of doors, windows, and gates by physical inspection.
- Warn violators of rule infractions such as loitering, smoking, or possession of contraband articles.
- Inspect equipment and machinery for evidence of tampering; verify safe operating conditions.
- Assist with the implementation of safety and security recommendations and proposals.
- Investigate and document injuries and accidents; report findings to supervisor.
- Conduct in-service safety training regarding fire response, chemical "Right to Know", and other assigned safety topics.
- Observe and report irregularities such as fire hazards, leaking water pipes, and unlocked security doors.
- Conduct scheduled safety inspections of assigned buildings; maintain inspection records of buildings.
- Monitor exiting personnel to guard against theft of property; may monitor electronic card access system.
- Sound alarm and call police and fire department in case of fire.
- Assist in planning and implementing a facility emergency preparedness program.
- Record and submit data regarding property damage, unusual occurrences, or the malfunctioning of machinery or equipment to supervisory staff.
- May perform equipment safety checks and/or set thermostatic controls to maintain specified temperatures in buildings or cold storage rooms.
- May regulate traffic and parking and assist in vehicle accident investigation involving state or personal vehicle incidents occurring on state property.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SECURITY OFFICER I
GRADE G

5531

LEVEL DEFINITION:

Individuals in positions at this level assist with performing security and safety duties within a state agency.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED, and a combination of two years of training (i.e. police academy, military police school, etc.), education, and/or work experience in criminal justice, law enforcement, security operations or closely related field.

SECURITY OFFICER II
GRADE H

5532

LEVEL DEFINITION:

Individuals in positions at this level supervise security staff, procedures, and/or programs within a state agency.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Plan work assignments; direct, schedule, and evaluate security personnel.
- Coordinate drills and safety inspections; ensure staff knowledge and adherence to "Right to Know" Material Safety Data Sheets (MSDS) safety procedures.
- Obtain and ensure proper use of safety/protective equipment designated for various hazardous assignments.
- Assist in investigations and document security violations; report to supervisor or proper authority.
- Assist in developing overall facility security programs and procedures.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and a combination of four years of training (i.e. police academy, military police school, etc.), education, and/or work experience in

criminal justice, law enforcement, security operations, or closely related field. Must have at least two years of work experience in law enforcement or security operations.

Eff. Date: 07/76

Rev: 04/92 - Class rewrite project

Rev: 02/98 - Rewritten in current format

Rev: 04/02- Updated duties and added hazard factor points

Rev: 10/07 – Revised level definitions, minimum qualifications and factoring statements.

Rev: 07/12 – Conversion to Hay System