

COUNTY OF SOLANO COUNTY
CLASS SPECIFICATION
SHERIFF'S SECURITY OFFICER

Effective Date of Revision: XX/XX/XXXX

Date of this Draft: 1/6/17

DEFINITION/CLASS SUMMARY:

Under general supervision, Assists sworn personnel in providing security and guarding County property and properties of public agencies contracting Sheriff's Office security services against fire, theft, vandalism, and trespassing. Positions allocated to this class are non-peace officer positions assigned to provide security in and around County facilities and properties of public agencies contracting Sheriff's Office security services. Incumbents may be required by the Sheriff to carry a firearm while in the performance of their duties; incumbents are required to exercise independent judgment in providing security at both County facilities and other public facilities as designated by the Sheriff. Incumbents must distinguish between circumstances in which counseling, admonition and explanation will serve to maintain a peaceful environment or where the intervention of law enforcement personnel is necessary, and respond to and/or report situations appropriately.

DISTINGUISHING CHARACTERISTICS

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This class is distinguished from the:

- Sheriff's Security Technician by the responsibility of the Sheriff's Security Technician's duties in support of Correctional Officers in maintaining the safe operation of courts or detention facilities and in the performance of a variety of clerical support duties
- Deputy Sheriff by the Deputy Sheriff's full peace officer powers as delineated in the California Penal Code

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a Sergeant-Sheriff or higher job classification
- No supervision is exercised over others

EXAMPLES OF DUTIES/ESSENTIAL DUTIES:

Depending on assignment, duties may include, but are not limited to the following:

- Works at fixed posts or inner/outer perimeters of one or more facilities or campuses to detect or prevent individuals or groups from committing acts, which are injurious to others or to property within or around a facility.
- Intervenes to terminate injurious acts, conducts searches of individuals for weapons, illegal devices, or contraband and detains individuals for further investigation or arrest where circumstances and conditions warrant such action.
- Directs visitors to personnel and services within a facility.
- Investigates questionable acts or behavior observed or reported on premises and questions witnesses and suspects to ascertain or verify facts.
- Pursues, apprehends and detains persons observed injuring others or damaging property, and detains suspects pending transportation and booking by local law enforcement agency.
- Participates, with sworn personnel, in securing facilities and conducting searches.
- Insures that only authorized employees, vendors or other appropriately identified persons are permitted access to closed or restricted areas and detains unidentified or unauthorized persons.
- Responds to reports of ill or injured visitors or employees and notifies supervisors or other appropriate personnel if additional assistance is necessary
- Utilizes fixed and hand-held scanning devices to detect unauthorized weapons or devices. Monitors alarm systems and electronic surveillance equipment and responds to locally activated fire, burglary or other alarms.
- Relays reports of bomb threats to the appropriate law enforcement jurisdiction and participates in organized searches. Reports safety hazards, malfunctioning equipment and other such matters to appropriate personnel.
- Writes daily activity, incident and non-employee injury reports.
- Operates miscellaneous equipment and/or motor vehicles including use of bicycles as required in the conduct of routine patrol or to report to alternate assignment posts in accordance with emergent staffing needs.
- May issue non-moving citations for routine infractions such as parking violations.
- Performs other duties of a similar nature or level as assigned

QUALIFICATION GUIDELINES EDUCATION AND EXPERIENCE:

Minimum Qualifications

Graduation from high school or satisfactory completion of an acceptable General education-Education Development Test (GED)

SPECIAL REQUIREMENTS

- Possession of a certificate demonstrating satisfactory completion of a POST course on PC 832 (arrest and firearms training) or completion of basic police academy is required ~~prior to appointment~~ within six (6) months of appointment.
- Incumbents must satisfactorily complete a POST course in the carrying and use of a club or baton.
- Incumbents must satisfactorily requalify quarterly on the carrying and use of firearms.
- Incumbents must satisfactorily complete a basic first aid course.
- Possession of a valid Class C California driver's license is required.
- Incumbents and candidates applying for positions in this class may be subject to, depending on job assignment, drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing includes post-accident and pre-employment, as well as random and reasonable suspicion testing as required by law and/or County policy.
- Independent travel is required.
- Incumbents must be able to perform heavy manual labor associated with law enforcement tasks which may include lifting objects weighing more than 100 pounds and which may include working with the full range of body movements involving reaching, bending, grasping and climbing.
- Incumbents must work outdoors in all types of weather conditions which may include working with hazardous chemicals.
- Incumbents may be required to work outside normal business hours.
- Incumbents must be able to work any shift, holidays and weekends, and anywhere in the County.
- Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.
- Incumbents periodically are rotated to new assignments.
- Positions allocated to this class may require bilingual skills.

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of:

- Basic law enforcement principles and techniques
- Operation of communication equipment used in the course of the work, such as radios, telephone, pagers, and related systems
- Rules, regulations, codes, and laws related to the work
- Report writing methods and practices
- Basic first aid

Skills and/or Abilityies to:

- Maintain the security of buildings and grounds.
- Establish and maintain cooperative working relationships with sworn peace officers and other personnel.
- Meet and deal with the public courteously and effectively.
- Demonstrate the correct use and care of firearms.
- Communicate using radio equipment.
- Use electronic security screening equipment.
- Prepare legible, correct and accurate reports.
- Conduct searches of individuals for weapons or contraband.
- Learn to operate fixed and hand held scanning devices.
- Understand and apply Sheriff's Office policies, procedures and directives.
- Administer basic first aid.
- Adopt quick, effective and reasonable courses of action under adverse and/or emergency conditions.
- Communicate effectively orally and in writing.
- React quickly and calmly in emergency situations and adopt an effective course of action.
- Obtain information through interview, interrogation and observation.
- Pursue and subdue suspects.
- Run quickly, such as in responding to an emergency situation.
- Stand and walk for extended periods of time up to 8 hours.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling: Positions in this class require exerting up to 100 pounds of force occasionally, and /or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a moter vehicle. Employees in this class must have the visual acuity to make observations of surrounds and must demonstrate color vision sufficient to distinguish colors in order to describe events n an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and to have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by

means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.
- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends and thus may be working alone for extended periods of time.

OTHER REQUIREMENTS:

- Psychological Examination: Candidates for positions in this class are required to take and successfully pass a psychological examination prior to appointment.
- Must demonstrate proficiency with firearms on a quarterly basis
- Independent Travel: Incumbents are required to travel independently to patrol assigned areas, respond to calls regarding animal behavior, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.

Marc A. Fox
Director of Human Resources

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