



MARCH 2023
FLSA: NON-EXEMPT
Bargaining Unit: GE
JCN: 5512/5513

SHERIFF'S SECURITY OFFICER I/II

DEFINITION

Under direction, enforces security; safeguards and protects County and/or contracted non-County; property, buildings, and equipment; performs limited protective work at County facilities, including Courthouse buildings.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Sheriff's Security Officer I: This is the entry-level classification in the Sheriff's Security Officer series. Under general supervision, incumbents learn and perform a variety of security duties, such as safety, building security, traffic and parking control, and monitoring and controlling access to assigned locations while completing the required trainings and certifications. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Sheriff's Security Officer II: This is the fully qualified journey-level classification in the Sheriff's Security Officer series. Positions at this level are distinguished from the Sheriff's Security Officer I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Sheriff's Security Officer class series are flexibly staffed, and Sheriff's Security Officer II positions are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

Sheriff's Security Officers are public officers as defined in California Penal Code Section 831.4 and are not assigned to law enforcement duties beyond the lawful authority provided in that section. Incumbents in this classification are non-sworn, armed, and uniformed civilian personnel with the authority to issue citations for infractions only. This classification is distinguished from the Deputy Sheriff I/II in that this classification may not receive prisoners and does not have arrest powers.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative only)

- Provides security to assigned building(s), either patrolling on foot or in a vehicle or alternative mode of transportation, or by being assigned to a specific post.
- Protects persons and property at assigned facility; prevents thefts, vandalism, property removal or tampering, or concealment of weapons or other prohibited material.
- Notifies proper authorities in connection with suspected criminal activity, hazardous conditions, property

- damage, or violations of County rules and regulations.
- Observes and reports potential hazards, including fire, building, grounds, or other safety concerns.
- May restrain or temporarily detain violators pending other law enforcement assistance or action.
- Regulates, controls, and directs the flow of traffic and parking at assigned location(s).
- Controls access to assigned location(s) by requiring proper authorization and identification. May utilize metal detectors, or other security screening devices to examine personal property for weapons or other prohibited items.
- Maintains activities log documenting any occurrences, prepares reports as necessary.
- Provides information to the public, both in person and over the phone.
- Provides basic first aid and CPR.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Procedures for buildings and grounds security
- Basic law enforcement principles and techniques
- Radio operations
- Report writing methods and practices
- Basic first aid, CPR and use of automated external defibrillator (AED)
- Safety practices and precautions dealing with the work

Skill in:

- Following oral and written instructions and procedures
- Communicating effectively with members of the public, coworkers, and other agencies
- Correctly using and caring for firearms
- Using tact, discretion, initiative and independent judgment within established guidelines
- Using electronic security screening equipment
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Preparing detailed and accurate reports
- Remaining calm and taking appropriate action in tense situations.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities are qualifying; however, education may not solely substitute for the required experience.

Sheriff's Security Officer I:

Equivalent to graduation from high school;

AND

Be at least 21 years of age;

AND

Two (2) years of experience working with members of the public.

Sheriff's Security Officer II:

In addition to the above, one (1) year of experience equivalent to the County's class of Sheriff's Security Officer I.

Licenses and Certifications:

Sheriff's Security Officer I:

- Must be able to successfully complete California POST arrest and firearms training course as described in Penal Code Section 832 within first year of employment.
- Must be able to successfully complete a California POST baton course within first year of employment.
- Must be able to obtain and maintain firearms qualification within first year of employment.
- Must be able to obtain and maintain CPR certification within first year of employment.
- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

Sheriff's Security Officer II:

- Successful completion of California POST arrest and firearms training course as described in Penal Code Section 832.
- Successful completion of California POST baton course.
- Possess and maintain firearms qualification.
- Possess and maintain CPR certification.
- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility, physical strength, and stamina to respond to and perform assigned duties; hear in the normal audio range with or without correction; possess mobility to work indoors and outdoors and use standard office equipment, including a computer, and to operate a vehicle or other mode of transportation; vision to operate and maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves frequent walking between work areas. The job may involve fieldwork requiring walking on uneven terrain, and climbing and descending structures to access work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate public safety equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, monitored entry and exit of facility and locations within facility, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing Sheriff's policies and procedures. The duties of this class may be performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work emergencies and on evenings, nights, weekends, and holidays. Must meet physical,

psychological, and background standards established by the California State Commission on Peace Officer Standards and Training and any other pre-employment requirements pursuant to federal, state, and local legislation. Must be able to pass a thorough background investigation.