

SHERIFF'S SECURITY OFFICER

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This classification independently performs a variety of security duties, such as safety, building security, traffic and parking control, and monitoring and controlling access to assigned locations. Incumbents in this classification are non-sworn, armed, and uniformed civilian personnel. This classification is distinguished from the Deputy Sheriff I/II in that this classification may not issue citations, receive prisoners, does not have arrest powers, and does not perform active law enforcement duties.

EXAMPLES OF DUTIES (Illustrative only)

- Provides security to assigned building(s), either patrolling on foot or in a vehicle, 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.

QUALIFICATIONS

Knowledge of:

- Procedures for buildings and grounds security.

- Basic law enforcement principles and techniques
- Radio operations
- Report writing methods and practices
- Basic first aid and CPR
- 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, including the ability to meet weapon qualification standards.
- 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.

Minimum Qualifications:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education and Experience:

Possession of a high school diploma or have proof of passing the General Education Development (GED) Test; **AND** satisfactory completion of an introductory course of training prescribed by the Commission on Peace Officer Standards and Training (P.O.S.T) as described in Penal Code Section 832 (arrest and firearms training); **AND** satisfactory completion of a course approved by the Commission on Peace Officer Standards and Training (P.O.S.T) in the carrying and use of a club or baton or possession of a valid and current baton certification issued by the State of California, Department of Consumer Affairs.

Other Requirements:

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must be able to maintain firearms qualification. Must obtain valid CPR within one year of employment, and maintain thereafter.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.