

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Security Officer**

**Class Code: 60912**

**Pay Grade: GD**

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### **A. Purpose:**

Patrols buildings and grounds; and enforces rules, regulations, and laws to maintain the security and safety of buildings, property, personnel, students, and residents.

### **B. Distinguishing Feature:**

Security Officer typically works alone on a shift and is responsible for issuing parking tickets and securing buildings and grounds by foot and car patrol.

Senior Security Officer serves as a lead worker and assigns and checks work, trains personnel, establishes and adjusts work schedules, and has complete responsibility for all actions of shift personnel.

University Law Enforcement Officer requires law enforcement certification, is deputized by local governmental units, and has full arrest authority.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Patrols buildings and grounds by foot and vehicle to ensure personal and property safety.
  - a. Checks buildings for unlocked doors and windows; unauthorized visitors; vandalism; fire and other hazardous conditions; and proper operation of pumps, motors, and compressors.
  - b. Reports security problems and hazardous conditions to supervisor.
  - c. Operates time and date key station.
  - d. Issues parking tickets to violators.
  - e. Directs traffic and parking.
  - f. Authorizes towing of vehicles.
  - g. Maintains a log of shift activities and prepares incident reports.
2. Provides information and assistance to the public to assist them in locating buildings or individuals.
  - a. Escorts unauthorized visitors from grounds.
  - b. Assists the public by helping fix flat tires and starting stalled vehicles.
3. Restrains disturbed or unruly residents until help comes or medication can be given to protect the resident from doing harm to anyone.
4. Maintains building environmental equipment operations and makes routine adjustments to ensure proper operation and safety.
  - a. Removes snow.
  - b. Checks tie-downs and covers on aircraft and assists incoming aircraft and passengers by unloading luggage and assisting passengers from aircraft.
  - c. Responds to maintenance custodial calls to determine the nature of the problem and the appropriate action.
    - i. Completes work order.

- ii. Notifies the Senior Security Officer on duty of problems.
- iii. Notifies appropriate repair staff if can not fix the problem.
- d. Monitors boilers for proper operation.

5. Performs other work as assigned.

#### **D. Reporting Relationships:**

Typically reports to a Security Supervisor. No subordinates report to this position.

#### **E. Challenges and Problems:**

Challenges include assisting in detaining unruly or disturbed resident; searching buildings which were found unlocked; questioning and escorting unauthorized personnel off the premises; returning walk-aways; and calming distraught residents, students, or the general public.

A typical problem is deciding if an incident can be handled alone or if assistance should be obtained.

#### **F. Decision-making Authority:**

Decisions include what time to patrol and how to do it, asking a subject to leave a building or the grounds, assigning special parking privileges, having an unauthorized vehicle towed, calling for backup, and issuing parking tickets.

Decisions referred include repair or purchase of equipment, locating missing residents, providing medical assistance, taking individuals into unauthorized areas, and vandalism investigations.

#### **G. Contact with Others:**

Daily contact with the public to offer assistance, answer questions, and gives directions. Frequent contact with local police and sheriff's departments to ask for assistance, alarm system problems, and/or emergencies.

#### **H. Working Conditions:**

Security Officers are required to work a shift alone, often during inclement weather, and have contact with patients/students or residents/general public who may be aggressive or hostile.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- methods and procedures for crime and fire prevention;
- law enforcement procedures;
- security techniques.

Ability to:

- operate communication systems;
- walk and stand for extended periods of time;
- perform some building maintenance;
- remain calm under stressful situations;
- give and follow instructions;

- recall and record information concisely and accurately;
- detect conditions which might indicate danger or loss or damage to persons or property;
- deal with the public and disturbed residents;
- exercise tact, patience and discretion in dealing with people of varying backgrounds and temperament.