

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Security Supervisor**

**Class Code: 060920**

**Pay Grade: GH**

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### **A. Purpose:**

Directs security activities at a state facility or institution; supervises security, mailroom, and switchboard staff; and performs security duties to ensure effective security and switchboard operations.

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

The Security Supervisor has full responsibility over all security activities of permanent staff. The Senior Security Officer directs security activities on a shift.

### **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. Supervises security, mailroom, and switchboard staff to ensure that the objectives of the work unit are met.
  - a. Interviews and selects staff.
  - b. Provides training and work directions.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary action.
  - e. Conducts performance appraisals and completes performance documents.
2. Inspects buildings to ensure against intruders, fire hazards, theft, and vandalism.
  - a. Responds to emergency calls, including fire alarms, ambulance calls, or other emergencies.
  - b. Develops and supervises procedures to be used following emergencies.
3. Patrols buildings and grounds on foot and by vehicle to ensure safety.
  - a. Issues parking tickets
  - b. Prepares security and activity reports for supervisor's use.
4. Serves as safety officer for state facility.
  - a. Schedules and conducts fire drills, armed intruder drills, and storm drills.
  - b. Completes and maintains reports pertaining to fire drills, armed intruder drills, and storm drills.
  - c. Ensures safety and compliance reports are completed and submitted.
  - d. Assists with coordinating the hospital's hazardous material and waste management plan.
  - e. Coordinates the hospital's emergency preparedness plan, including implementing periodic emergency preparedness drills.
5. Performs other work as assigned.

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

The incumbent typically supervises Security Officers, Senior Security Officers, Dispatchers, and Mailroom staff. The incumbent monitors inmate performance and behavior on the facility grounds and within the facility and reports issues to inmates' supervisors.

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

Challenges include making quick decisions when incidents arise; training subordinate staff to be able to react quickly, and dealing with the unknown such as responding to alarm calls in buildings.

Problems include adjusting work schedules when an employee calls in sick, handling large volumes of parking and traffic for special events, and dealing with residents who become hostile and combative.

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

Decisions made include calling for assistance from local law enforcement officials, conducting fire drills, what type of enforcement to use in various instances, what types of warning and alarm systems should be installed, resolving incidents or complaints involving security personnel, issuing warnings or arrests, calling maintenance personnel in after hours, and recommending changes to security policies and procedures.

Decisions referred include major expenditures and final approval of policy and procedure changes.

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

Daily contact with local law enforcement to coordinate investigations and faculty, staff, students, residents, and citizens to give directions and information. Daily contact with inmates working on the facility grounds or within the facility.

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

Incumbent works in all types of weather; and has contact with patients, residents, or inmates who may be hostile and combative, and with citizens who may be hostile, abusive, or conducting illegal activities.

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

Knowledge of:

- Security principles and procedures;
- mailroom procedures;
- dispatch and switchboard operating procedures;
- principles and practices of crime and fire prevention;
- criminal law and security regulations;
- traffic and crowd control.

Ability to:

- supervise;
- deal effectively with individuals and crowds;
- remain calm in stressful situations;

- recall and record information concisely and accurately;
- detect conditions which might indicate danger or loss or damage to persons or property;
- act quickly and decisively in emergencies;
- present ideas clearly, concisely, and accurately;
- exercise tact, patience and discretion in dealing with people of varying backgrounds and temperament.