The County of Solano County

Sheriff Security Officer

Rev. 02/06

DEFINITION

Assists sworn personnel in providing security and guarding County property and properties of public agencies contracting Sheriff Department security services against fire, theft, vandalism, and trespassing.

DISTINGUISHING CHARACTERISTICS

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 Department 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.

EXAMPLES OF DUTIES

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

1. Works a fixed post or tours inner/outer perimeter of a facility or campus to detect or prevent individuals or groups from committing acts, which are injurious to others or to property within or around a facility.

2. 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.

3. Directs visitors to personnel and services within a facility.

4. Investigates questionable acts or behavior observed or reported on premises and questions witnesses and suspects to ascertain or verify facts.

5. Pursues, apprehends and detains persons observed injuring others or damaging property, and detains suspects pending transportation and booking by local law enforcement agency.

EXAMPLES OF DUTIES(cont.)

6. Participates, with sworn personnel, in securing facilities and conducting searches.

7. 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.

8. Responds to reports of ill or injured visitors or employees and notifies supervisors or other appropriate personnel if additional assistance is necessary

9. 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.

10. 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.

11. Writes daily activity, incident and non-employee injury reports.

12. 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.

13. May issue non-moving citations for routine infractions such as parking violations.

QUALIFICATION GUIDELINES

Minimum Qualifications

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

SPECIAL REQUIREMENTS

- Possession of a current POST certificate demonstrating satisfactory completion of a POST course on PC 832 (arrest and firearms training) is required.
- Incumbents must satisfactorily complete a POST course in the carrying and use of a club or baton.
- Incumbents shall serve a twelve (12) month probationary period.
- Incumbents must satisfactorily complete a basic first aid course.

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SPECIAL REQUIREMENTS (Cont)

- Possession of or ability to obtain 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

- 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

Abilities

- Maintain the security of buildings and grounds.
- Establish and maintain cooperative working relationships with sworn 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.

Sheriff Security Officer Continued

- 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.

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Yolanda Irigon
Director of Human Resources

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