

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SECURITY OFFICER

POSITION CODE: 39870

Effective: 07-01-2004

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs safety and protection work at a state facility enforcing regulations, safety and security controls, responding to disturbance calls and taking the initial trained response to protect lives and property; physically restrains hostile and combative individuals to restore peace and order to permit the application of medication or restraint devices; monitors suicidal or homicidal clients; searches for and returns escaped residents; administers first aid, CPR, initial fire response and other emergency procedures when necessary; patrols buildings and grounds checking for breaches of security and unsafe conditions; provides training to less experienced officers; prepares written reports of incidents. Positions allocated to this series differ from security guards in their responsibility for the application of trained physical control of combative individuals; such positions differ from police officers in their lack of regular exercise of arrest powers, and lack of responsibility and training in the use of firearms and other weapons. Positions allocated to this class may work alone on a shift, guided by security regulations, and work practices.

ILLUSTRATIVE EXAMPLES OF WORK:

1. In addition to regular patrols of state buildings, grounds and facilities to observe for security breaches and unsafe conditions, answers disturbance calls and alarms and initiates initial response action necessary to protect lives and property; directs individuals away from unauthorized areas or unsafe conditions, and summons law enforcement authorities to make arrests and to restore peace and order when unlawful or hazardous conditions require control by police authority.
2. Subdues individuals with aggressive behavior to restore peace and order to allow for the application of medication or physical restraints; performs special duty watch of suicidal or homicidal patients.
3. Transports residents to other institutions, community facilities via patrol car or ambulance; performs routine operator maintenance of vehicles and equipment.
4. Dispatches calls using radio; pages clinical staff; prepares visitor passes; photographs and fingerprints new employees for ID cards.
5. Responds to emergency situations and drills; administers emergency first aid or CPR; performs fire control duties at small fires, immediately notifying responsible parties and removing individuals from area; operates extinguishers, assures periodic maintenance of related equipment, exit signs, unobstructed fire equipment, hallways and fire exits.

SECURITY OFFICER (Continued)

6. Controls and directs traffic and enforces parking regulations on grounds, issues warnings.
7. Assists law enforcement personnel during arrests and investigations by furnishing factual incident reports, signing complaints, and testifying in court to support arrest complaint.
8. Interviews witnesses, completes activity and incident reports to document facts involving observed happenings on shift. Records visitor names, confirms identity, issues passes and escorts individuals within security area, unlocking gates and doors; drives patrol car while making rounds of area.
9. Searches for, and attempts to locate missing residents, notifies law enforcement authorities as required.
10. Provides on the job work guidance and training to less senior officers to acquaint them with patrol routines and facility security practices; provides instruction to facility occupants in fire prevention and fire safety, defensive driving, and safety and security practices from established programs.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school.

Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs.

Knowledges, Skills and Abilities

Requires working knowledge of facility security requirements and regulations.

Requires working knowledge of physical restraint techniques to control combative individuals, use of handcuffs, baton.

Requires working knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and control, defensive training and response protocols for security breaches including physical restraint techniques to control combative individuals without injury.

Requires working knowledge of security enforcement practices and techniques.

Requires ability to climb stairs, chase runaways, and physically restrain and control individuals.

Requires ability to recognize and provide initial response to security breaches and safety hazards.

Requires ability to complete security training, follow written procedures and instructions, and to organize observed facts into activity and incident reports.