

**COUNTY OF SOLANO COUNTY**  
**CLASS SPECIFICATION**  
**SHERIFF'S SECURITY OFFICER - SENIOR**

**CLASS SUMMARY:**

Under general supervision, the Sheriff's Security Officer (Senior) trains Sheriff's Security staff and assists sworn personnel in providing security and guarding County property and properties of public agencies contracting Sheriff's Office security services against fire, theft, vandalism, and trespassing. Positions allocated to this class are non-peace officer positions assigned to provide security in and around County facilities and properties of public agencies. 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.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the:

- Sheriff's Services Technician class which supports Correctional Officers in maintaining the safe operation of courts or detention facilities and in the performance of a variety of clerical support duties.
- Deputy Sheriff class which has peace officer powers as delineated in the California Penal Code.
- Sheriff Security Officer class which at the journey level, assists sworn personnel in providing security and guarding County property and properties of public agencies contracting with Sheriff's Office security services against fire, theft, vandalism, and trespassing.

**SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by a Sergeant-Sheriff or higher job classification
- No supervision is exercised over others, however, an employee in this class perform lead duties, and train new Sheriff's Security Officers on departmental procedures and post orders.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs lead worker duties such as:
  - providing on-the-job training;
  - sharing instructions received from supervisor and getting work started;
  - distributing work among staff;
  - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;

- reviewing work of assigned crew, informing supervisor of customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor; and
- ensuring work is performed safely and efficiently.
- Works at fixed posts or inner/outer perimeters of one or more facilities or campuses to detect or prevent individuals or groups from committing acts which are injurious to others or to property within or around a facility.
- 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.
- Directs visitors to personnel and services within a facility.
- Investigates questionable acts or behavior observed or reported on premises and questions witnesses and suspects to ascertain or verify facts.
- Pursues, apprehends and detains persons observed injuring others or damaging property, and detains suspects pending transportation and booking by local law enforcement agency.
- Participates, with sworn personnel, in securing facilities and conducting searches.
- Ensures that only authorized employees, vendors or other appropriately identified persons are permitted access to closed or restricted areas and detains unidentified or unauthorized persons.
- Responds to reports of ill or injured visitors or employees and notifies supervisors or other appropriate personnel if additional assistance is necessary
- 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.
- 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.
- Writes daily activity, incident and non-employee injury reports.
- 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.
- May issue non-moving citations for routine infractions such as parking violations.
- Performs other duties of a similar nature or level as assigned

## **EDUCATION AND EXPERIENCE:**

- **Education:** High School Diploma, GED, or equivalent;

**AND**

- **Experience:** Three (3) years of recent Solano Sheriff's Security Officer experience. OR
- Four (4) years of recent governmental agency law enforcement security experience which includes one (1) year of recent full-time experience as a Solano County Sheriff's Security Officer.

## **SPECIAL REQUIREMENTS**

- Possession of a certificate demonstrating satisfactory completion of a POST course on PC 832 (arrest and firearms training) Completion of a basic law enforcement academy may be substituted for the PC 832 certificate.
- Incumbents must satisfactorily complete a POST course in the carrying and use of a club or baton.
- Incumbents must satisfactorily requalify on the carrying and use of a firearm per Sheriff's Office regulations and/or applicable State law.
- Incumbents must satisfactorily complete a basic first aid course.
- Possession of 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 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.
- Incumbents periodically are rotated to new assignments.
- Positions allocated to this class may require bilingual skills.

## **KNOWLEDGE/SKILLS/ABILITIES**

### **Knowledge of:**

- Standard and accepted principles of leadership, on-the-job training, and work review.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- Basic law enforcement principles and techniques
- Proper use, handling, and storage of firearms
- 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

**Skills and/or Ability to:**

- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff assigned.
- Maintain the security of buildings and grounds.
- Establish and maintain cooperative working relationships with peace officers and other 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.
- 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.
- Maintain accurate records and document actions taken.
- 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.

**PHYSICAL REQUIREMENTS:**

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- 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.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surrounds and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and to have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or

important instructions must often be conveyed to others accurately, loudly, and/or quickly.

**WORKING CONDITIONS:**

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.
- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends and thus may be working alone for extended periods of time.

**OTHER REQUIREMENTS:**

- Psychological Examination: Candidates for positions in this class are required to take and successfully pass a physical and psychological examination prior to appointment.
- Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.
- Must demonstrate proficiency with firearms
- Independent Travel: Incumbents are required to travel independently to secure and guard assigned areas, respond to calls, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Language Proficiency: Some positions allocated to this class may require the applicant to speak, read and write in a language other than English.

**CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: **03/11/2020**
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: **03/24/2020**
- Class Code: **514020**