

Specification for Class of

SECURITY GUARD 1

**Abolished Effective July 1, 2007**

Definition: Patrols and inspects buildings and grounds and enforces rules of behavior.

Typical Work

Patrols buildings and grounds by foot and/or vehicle and two-way radio; provides building surveillance via telemonitoring; changes video tapes in the telemonitor;

Monitors people and vehicle entry to grounds; makes identification checks; issues decals and passes; controls spectators at special events; enforces regulations on military installations and reports hourly on security conditions to Military Police;

Enforces security rules and policies and rules of behavior; logs incidents in records and/or into computer;

Patrols and inspects buildings and grounds to detect and prevent fire, theft, illegal entry, escapes and property damage; examines gates, doors and windows to ensure security; checks exit lights biweekly;

Monitors vehicles in parking areas to prevent vandalism or theft; responds to situations of stolen property, accidents, parking incidents and other disturbances or situations; recommends parking citations; reports illegal entry to law enforcement and campus security; reports disturbances and other incidents to law enforcement as necessary; secures areas until authorities arrive; assists law enforcement personnel upon request;

Receives lost property found on campus; receives complaints, obtains statements, and conducts preliminary investigations; intervenes in personal and property risk incidents to diffuse situation; performs weapons checks;

Controls access to buildings; opens buildings and turns on lights and heat as necessary; turns off unnecessary lights; locks and unlocks public access doors; shuts off elevator; locks areas at end of the day;

Checks boilers, freezers and other operating equipment for safety and proper operations; reports damaged or deficient equipment; checks classified equipment;

Inspects for fire and safety hazards, makes corrections as necessary and/or as possible and reports needed repairs or action;

Instructs new employees in operation of fire extinguishers and other fire fighting equipment; maintains fire fighting equipment in working order; responds to fire alarms and other threat conditions, such as bomb threats; resets fire alarms; assists in fighting fires as necessary; facilitates and assists in evacuation of buildings;

Checks operating equipment aboard moored ships, including generator sets and, in the winter, heating boilers; checks ships' bilges; operates bilge pumps when excessive water collects; adjusts ship mooring lines during tidal changes and doubles up in heavy weather;

Monitors arrival and departure of employees; directs visitors and others to parking areas and offices; provides information and assistance to individuals as necessary; escorts visitors, staff, students and residents to and from buildings; responds to public inquiries and superiors;

Checks in on other personnel working alone on the grounds; responds to pager; assists staff and others with personal safety concerns;

Enforces rules of behavior on grounds and in buildings; reports disturbances or suspicious circumstances; enforces traffic regulations on grounds and reports violators; contacts duty officer or local police as needed; expels loiterers; monitors constant radio contact with campus security;

Performs custodial duties such as general clean-up, sweeps floors, and empties waste baskets;

Transports ill residents to hospital; transports patients, money, records, and classified documents between facilities; picks up classified papers and delivers to mailroom for shredding; deposits funds in the bank; transports food;

Completes daily shift logs and security reports, inspection reports and other paper work; processes maintenance work orders;

Operates telex machine and distributes mail; answers phone; sets up portable electronic security equipment as necessary;

Instructs relief security guards; briefs new security guards;

Maintains key controls; issues and records building keys; reports lost or stolen keys to facility manager; monitors the use of lost or stolen access cards via computer; accesses and/or modifies access codes via computer; turns key for authorized personnel;

Provides back-up to reception counters; provides extra coverage and lunch relief at switchboards;

Assists nurses with new admits; searches for missing patients; monitors activities and behavior of clients in the Children's Services After Hours Office; communicates with student counselors concerning residents;

Assists maintenance staff with equipment checks; issues and fuels vehicles; ensures vehicles are operable and equipped;

Repairs minor electrical and plumbing problems; plows and sands roads;

Promotes goodwill with the community;

Performs other duties as assigned.

#### Knowledge and Abilities

Knowledge of: rules governing access to buildings and grounds; rules of behavior; general safety precautions and fire hazards; methods and procedures in dealing with clients, visitors, staff; methods and procedures for searching for escapees and violators; fire fighting equipment and fire prevention methods; first aid; report preparation and writing; verbal communication skills; observation skills; law enforcement basics; investigation procedures; electronic security systems.

Ability to: learn rules and enforce them; follow written and oral instructions; meet emergencies and employ effective courses of action; write reports; investigate incidents and obtain pertinent information; observe and detect suspicious situations; communicate with staff, residents and general public; apply first aid; operate electronic security equipment; use fire fighting equipment.

Minimum Qualifications

High school graduation or GED and one year of experience in areas of work such as: security guard, correctional officer or store investigations, or, police officer, police reserve officer, military police, or other law enforcement work.

OR

A certificate of completion in a basic law enforcement training program approved by the Washington Criminal Justice Training Commission; or, a certificate of completion in a police or reserve police academy or military training program.

A valid driver's license is required.

General revision: 2-1-70

Revised minimum qualifications: 12-6-71

General revision and title change (formerly Watchman I): 9-7-74

Revised minimum qualifications: 1-10-74

Revised minimum qualifications: 6-9-75

Revised minimum qualifications and general revision: 6-28-93