

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**SECURITY OFFICER 3181
SENIOR SECURITY OFFICER 3184
PRINCIPAL SECURITY OFFICER 3200
CHIEF SECURITY OFFICER 3187****03-11-83**

Summary of Duties: Patrols, stands watch at a fixed post and safeguards City-owned buildings, parks, reservoirs, facilities, and grounds, and the persons and property thereon; answers questions, directs visitors, and controls access to restricted areas; prepares reports; may make preliminary investigations of accidents, thefts and disturbances; may testify in court; or supervises such work on an assigned shift; or organizes and directs such work for a group of City buildings; and does related work.

Distinguishing Features: A Security Officer's primary responsibility is to protect the City's buildings and facilities and the persons and property thereon. The major requirements are reliability and alertness in detecting unusual conditions. An employee of this class is normally assigned to patrol and night watch security duties, post watch duties, or a combination of both. A Security Officer may be required to carry a side arm but normally only for short periods during special assignments or when assigned to guard Police Department facilities. Although the work is not closely supervised, practically all situations encountered are covered by written and oral instructions, and unusual problems are referred to a supervisor. A Security Officer usually receives supervision from a Senior Security Officer. This class is distinguished from the class of Special Officer in that Special Officers are responsible for enforcement of specific rules and laws while on Department property, normally carry side arms, and are Peace Officers.

A Senior Security Officer supervises a group of Security Officers, and may supervise other employees, in an assigned area. An employee in this class is responsible for assuring that established procedures and policies pertaining to security services are carried out during a single shift when assisting a Principal or Chief Security Officer, or a Senior Security Officer may have charge of a small group of Security Officers working on two or three shifts. A Senior Security Officer usually remains at a central post, making assignments and checking the performance of the shift. An employee in this class occasionally does Security Officer-level work as a relief for short periods; and may substitute for a supervisor in the latter's absence.

A Principal Security Officer assists a Chief Security Officer in the coordination of special event activities and the administrative duties of a large security force. Supervision by the Chief Security Officer is through oral and written instructions, and the work is reviewed by observation. A Principal Security Officer is distinguished from a Senior Security Officer in that a Principal Security Officer supervises one or more Senior Security Officers,

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Security Officers, and other employees, and normally does no Security Officer level work such as patrolling or standing watch. A Principal Security Officer is distinguished from a Chief Security Officer in that the Principal assists a Chief in the direction and control of a large security force, but is not responsible for the overall operation except in the absence of the Chief.

The primary responsibility of a Chief Security Officer is the direction and control of the operation of a large security force. An employee in this class assigns Security Officers and Senior Security Officers to buildings and grounds and other areas requiring protection so that City property is safeguarded 24 hours a day, seven days a week. An employee in this class sets goals, evaluates shift performance, sets guidelines, and checks and follows up on work to insure that assignments are carried out properly. A Chief Security Officer receives general instructions covering work procedures and requirements and is expected to carry out the details of execution.

Examples of Duties: Security Officer: Patrols City buildings, offices, yards, construction sites, and other areas, during working and nighttime hours, to protect against trespassing, assaults, vandalism, theft, property damage, fire, and other dangers to property; immediately notifies the Police Department, Fire Department, security supervisor or other appropriate party in an emergency; punches a time clock at specified clock stations on a patrol route; checks the condition and operation of building equipment during regular rounds and assures that safes, doors and windows are secured; locks and unlocks gates and doors and turns lights, heaters, air conditioners, and other equipment off and on as directed; corrects or reports fire hazards and other unsafe conditions; verifies that barricades, blinkers, and other safety measures are in proper order at construction sites; keeps records and makes reports of unusual conditions, such as unlocked safes, broken windows, and malfunctions of equipment; conducts investigations and prepares reports concerning personal injury, property damage or theft.

Stands watch at a major entrance to a restricted access area to ensure that only authorized persons or vehicles enter City premises; inspects employees' and visitors' identification and passes and obtains clearances for visitors without passes; registers persons entering and leaving, especially after normal working hours; answers questions, directs visitors to proper destinations, and explains rules limiting visitors on the premises; directs incoming and outgoing vehicular traffic in a safe manner; makes sure that no City property is removed without authorization; guards cashiers' windows; maintains a log of visitors, telephone calls, messages, and other information; prevents loitering on the premises and may remove objectionable persons; responds to calls regarding injuries and calls ambulances if necessary; directs emergency personnel to the location of an emergency and assists as directed; detains persons who have committed crimes on departmental property until police arrive; may act as sergeant at arms in a commission meeting; may act as a lead over one or two other Security Officers on the same shift; may receive and issue keys to other employees at a work location or building; when employed

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by the Police Department, or in certain positions in the Department of Water and Power, may act as an armed guard of department facilities;

May take fingerprints and identification photographs; may drive automotive equipment incidental to other duties; and when not performing security duties, may have other assignments such as raising and lowering national and State flags at proper times, escorting visitors, accepting the delivery of materials after regular working hours, and issuing and obtaining receipts for supplies and tools after the storeroom has closed.

Senior Security Officer: Supervises a group of Security Officers doing the above work usually on only one shift; assigns them to specific stations and duties, makes spot checks of their work, and occasionally patrols with them; verifies that buildings are properly opened and closed on schedule and that employees are properly uniformed and on duty at assigned stations; makes periodic inspections to assure that Security Officers have not overlooked anything important; prepares daily time sheets; checks punched cards or tapes from time clocks and reviews logs and reports prepared by Security Officers; maintains a log for the entire shift; answers questions and resolves problems, referring unusual problems to a supervisor; acts as a relief during break and lunch periods and when regular Security Officers are unexpectedly absent; and may substitute for the supervisor in the latter's absence.

Principal Security Officer: Assists in the review and preparation of various records such as timekeeping, daily, weekly, and monthly incident reports, and follow-up reports; oversees flag procedure and control; acts as Chief Security Officer as needed; supervises Senior Security Officers, Security Officers, and other employees performing such duties as patrolling City buildings, yards, construction sites, and other areas to protect against trespassing, theft, vandalism, and fire; standing watch at major entrances to assure that only authorized persons or vehicles gain entry, and to give directions, answer questions, and escort visitors; raising and lowering flags, accepting delivery of material after regular working hours, issuing tools and supplies after a storeroom is closed, and other incidental duties.

Chief Security Officer: Directs Security employees assigned to protect Civic Center buildings on three shifts, seven days a week; prepares work schedules; instructs subordinates in methods of patrolling, including checking for fire and other hazards and reporting accidents and fires; prepares and maintains a procedure manual for Security Officers; periodically inspects buildings for fire and accident hazards; checks clock stations, fire alarm stations, and fire extinguishers for proper working condition;

Occasionally patrols with subordinates and observes their techniques; occasionally issues side arms to Security Officers and Senior Security Officers and instructs them in proper handling of the weapons; investigates complaints against subordinates and discrepancies such as missed clock station punches; investigates and prepares reports

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regarding thefts, damage to public property and personal injuries; cooperates with the Police Department in making such investigations; keeps work records and makes reports; maintains accounts of lockers, uniforms, equipment, and supplies used by subordinates; and may have charge of the duplication and issuing of keys and the rekeying or changing of locking systems of buildings, plants, and equipment.

Senior, Principal and Chief Security Officer: Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Plan.

All Classes: May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

	<u>Security Officer</u>	<u>Senior Security Officer</u>	<u>Principal Security Officer</u>	<u>Chief Security Officer</u>
Knowledges				
Proper methods of patrolling and safeguarding construction projects, large buildings, and adjacent grounds and of controlling and directing incoming and outgoing pedestrian and vehicular traffic at a major entryway;	Working	Good	Good	Good
Use of firefighting equipment found in public building;	Working	Good	Good	Good
Safety principles and practices;		Good	Good	Good
Operation of building equipment;	General	Working	Good	Good
Laws and regulations related to equal employment opportunity and affirmative action;		Working	Working	Working
Care and safe handling of side arms;	General	General	Working	Working
Laws of arrest;	General	General	General	General
City personnel rules, policies and procedures;		General	General	General
Memoranda of Understanding as applied to subordinate personnel;		General	General	General
Abilities				
Act quickly and effectively in emergencies;	X	X	X	X
Deal tactfully and effectively with the public;	X	X	X	X
Remove undesirable persons from public premises;	X	X	X	X

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Keep routine records and make oral and written reports;	X	X	X	X
Supervise a group of Security Officers and other employees.		X	X	X

Minimum Requirements:

One year of experience as a guard, security officer, security aide, crowd controller, firefighter or police officer, or trainee for firefighter or police officer work, or public contact work enforcing rules and regulations, field investigation, or military service is required for Security Officer.

Completion of one year (30 semester or 45 quarter units) of education in a recognized junior college, college, or university may be substituted for the required experience

Two years of experience as a Security Officer or Special Officer with the City of Los Angeles is required for Senior Security Officer.

One year of experience as a Senior Security Officer is required for Principal Security Officer.

Two years of experience as a Senior Security Officer or in a class which is at least at that level, in line supervision of employees engaged in patrolling and safeguarding buildings, grounds, and equipment is required for Chief Security Officer.

License: A valid California driver's license is required for all classes. Special Officer's Commission issued by the Los Angeles Police Department is required for Chief Security Officer.

Physical Requirements: All Classes: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight including normal color and night vision.

Persons with handicaps may be capable of performing the duties of some of the positions in these classes. Such determination must be made by the medical examiner on an individual basis. For positions in some departments, candidates will be required to take and pass physical abilities test prior to appointment.

As provided by Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.

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