4-01/030.00 Classification Specifications

Definitions and Comparison of Responsibilities:

RESPONSIBILITY	SECURITY ASSISTANT	SECURITY OFFICER
Works from a fixed post and/or patrols the inside of a facility to detect or prevent individuals from committing acts which are violations of the law.	X	X
Conducts searches of individuals for weapons or contraband, and detains individuals for further investigation or arrest, where circumstances and conditions warrant such action.	X	X
Pursues, apprehends, and detains persons observed committing any infraction or crime and detains suspects pending arrival of sworn personnel.		X
Investigates questionable acts or behavior observed or reported on County premises.		X
Directs visitors to personnel and services within a facility.	X	X
Locks and unlocks gates and doors at designated times. Permits ingress of employees, vendors, and authorized personnel.	X	X
Ensures that only authorized personnel are permitted access to restricted areas.	X	X
Utilizes fixed and hand held scanning devices to detect unauthorized weapons.	X	X
Monitors alarm systems and electronic surveillance equipment, and responds to the scene of locally-activated fire, burglary, or other alarms.	X	X
Relays reports of bomb threats to the Branch Supervisor and participates in organized bomb searches.	X	X
Reports safety hazards, malfunctioning equipment, liquid spills, and other such matters to appropriate maintenance personnel.	X	X
Operates miscellaneous equipment and motor vehicles as required.	X	X
Assists as directed in building evacuations.	X	X

Requires all persons to enter through the "search screen" prior to admittance into the facility.	X	X
Participates with sworn personnel in securing facilities and conducting searches.	X	X
Writes daily activity, incident and non-employee injury reports.	X	X
Issues parking citations for infractions on the court facility.		X
Patrols outside perimeter.		X