

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 |

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| 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 |
