

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

GUARD II

POSITION CODE: 17682  
Effective: 4-16-86

DISTINGUISHING FEATURES OF WORK:

Under general supervision, patrols, controls access to state buildings and grounds, checks for breaches of security, unsafe conditions, and additionally is fully trained and responsible for enforcing regulations, safety and security controls, for answering disturbance calls, and for taking an initial response to protect lives and property without use of physical restraint or force; may regularly provide work leadership, training, development and direction to lower level guards at a state facility; positions allocated to this class may work alone on a shift, guided by security regulations, and work practices.

ILLUSTRATIVE EXAMPLES OF WORK:

1. In addition to routine patrol duties, answers disturbance calls (via radio, page, or fire and intrusion alarms), directs individuals away from unauthorized areas or unsafe conditions (without use of force); summons law enforcement authorities to make arrests to restore peace and order when conditions warrant.
2. Responds to emergency situations; administers emergency first aid or CPR; performs fire control duties at small fires, immediately notifying responsible parties and removing individuals from area; operates extinguishers, assures periodic maintenance of related equipment, exit signs, unobstructed fire equipment, hallways and fire exits.
3. Controls and directs traffic and enforces parking regulations on grounds, issues warnings.
4. Assists law enforcement personnel during arrests and investigations by furnishing factual incident reports, signing complaints, and testifying in court to support arrest complaint.
5. Interviews witnesses, completes activity and incident reports to document facts involving observed happenings on shift. Records visitor names, confirms identity, issues passes and escorts individuals within security area, unlocking gates and doors; drives patrol car while making rounds of area or in transport of individuals.

GUARD II (Continued)

6. Searches for, and attempts to locate missing individuals, notifies law enforcement authorities as required.
7. Provides on the job work guidance and training to either less senior peers or lower level employees.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of six months of safety and security experience as a watch attendant, security guard or related position.

Knowledges, Skills and Abilities

Requires working knowledge of facility security requirements and regulations.

Requires working knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and control, and response protocols for security breaches.

Requires working knowledge of security enforcement practices and techniques.

Requires ability to climb stairs, chase runaways, and walk for extended periods on a shift.

Requires ability to communicate security regulations, general information and direct and control public with firmness, courtesy and tact.

Requires ability to recognize and provide initial response to security breaches and safety hazards.

Requires ability to complete security training, follow written procedures and work instructions, and to organize observed facts.