

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

SECURITY OFFICER CHIEF

POSITION CODE: 39875  
Effective: 4-16-86

DISTINGUISHING FEATURES OF WORK:

Under general direction, plans, organizes and directs overall operations of the security force at a state facility responsible for the safety and protection of buildings, inhabitants and grounds, including the provision of necessary training and direction to security officer staff to provide the initial and planned response readiness to emergency situations; provides for the use of controlled physical force to restrain combative individuals without the use of weapons or exercise of police powers, or injury to them; formulates facility security regulations and emergency response plans consistent with agency regulations and directives; prepares operating and annual reports, budget equipment service and replacement requests; provides for the training development and motivation of subordinate officers, the regular evaluation of their performance and supervisory involvement in grievance and disciplinary actions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises the overall security program at a facility through subordinate staff; provides security and safety for assigned facility buildings, their inhabitants and grounds; provides for an effective security officer enforcement program, providing initial response to protect lives and property, including the noninjurious physical restraint of aggressive individuals.
2. Coordinates security program with other agency personnel; develops reasonable rules and regulations consistent with agency policies and directives for incorporation into operational security manual; works on committees to establish necessary facility security systems, and adequate response plans to emergency situations such as fire, storm, criminal activity, patient disturbances, vehicular transport of residents by ambulance or patrol car to other institutions or community based facilities.
3. Plans and conducts or provides for training of security personnel to build a response readiness for security and safety incidents; maintains documentation of staff training and demonstrated skills.

## SECURITY OFFICER CHIEF (Continued)

4. Conducts or oversees investigations of incidents involving security matters, including vandalism, theft, accidents and injuries; conducts fire and tornado readiness drills and evaluates effectiveness of program response; provides for the regular inspection and operational readiness of emergency equipment, fire hoses and extinguishers.
5. Develops work assignments, master schedules, reviews grievances and disciplinary actions, prepares employee evaluations.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school.

Requires two years supervisory experience in safety and protection service or investigative work.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of facility security requirements and regulations.

Requires working knowledge of physical restraint techniques to control combative individuals, use of handcuffs and baton.

Requires working knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and controls, and response protocols for security breaches including physical restraint techniques to control combative individuals without injury.

Requires working knowledge of security enforcement practices and techniques, and supervisory practices.

Requires ability to climb stairs, chase runaways, and physically restrain and control individuals.

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

Requires ability to plan and develop security training programs, prepare written procedures and instructions, and to organize observed facts into activity and incident reports, and security program reports.

Requires ability to supervise subordinate officers and coordinate the security program with facility management and community officials.