

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SECURITY OFFICER SERGEANT

POSITION CODE: 39877
Effective: 4-16-86

DISTINGUISHING FEATURES OF WORK:

Under direction, for a majority of work time, functions as 1) designated lead worker to lower level security officers, providing regular leadership and work direction to lower level security officers on a shift which requires the services of a lead position for effective security control and staff response readiness; 2) the overall staff assistant to the security chief, or 3) security specialist, e.g., special investigator within the security program responsible for the preparation of security planning reports, training, program evaluation, comprehensive investigative reports.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides for the regular leadership and direction of a staff of lower level security officers and personnel on a shift, including training and development of staff in approved security response procedures and documentation of acquired skills; assures shift coverage and staff coordination; makes recommendations to supervisory personnel regarding performance evaluations, or the need for disciplinary actions, without the exercise of full supervisory controls.
2. Functions as a specialist; conducts investigations of all complaints, burglaries, vandalism, patient injuries, traffic accidents and other alleged criminal activity as assigned for the purpose of compiling factual witness statements, preservation and presentation of evidence, and preparation of the written investigative reports; prepares training curriculum, conducts classes, tests and evaluates class work, keeps records on held knowledges.
3. As the staff assistant to the security chief, studies security needs and prepares or reviews recommendations to superiors for improvements in procedures; prepares necessary operating reports such as written shift reports, radio logs, equipment and supply records.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SECURITY OFFICER SERGEANT (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

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

Requires one year of experience in safety and protection service or a related field.

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, baton.

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

Requires working knowledge of security enforcement practices, techniques, and leadership skills.

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 complete security training, follow written procedures and instructions, and to organize observed facts into activity and incident reports.