

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
SECURITY OFFICER SERIES

I. INTRODUCTION

A. Purpose and Use of This Classification Specification

This classification specification is the basic authority for making classification decisions relative to present and future positions performing security work in the protection of State owned or leased property; the safe guarding of State owned or leased buildings; and the enforcement of parking regulations on state owned or leased property.

B. Inclusions

This classification specification encompasses positions having responsibility for maintaining security and protecting property and persons at a state facility or for enforcing parking regulations at such state facility. Positions included in this classification specification focus on security but may perform some limited law enforcement duties when providing assistance to police officers or higher level law enforcement personnel. Positions having arrest powers but primarily responsible for performing security and protection services are also included within this classification specification. Positions described by this classification specification perform security duties by maintaining a watch and patrol of State owned or leased buildings and immediate grounds to protect against trespass, vandalism, fire, theft, property damage and other hazards; or enforce parking regulations at State owned or leased property or facilities.

C. Exclusions

Excluded from this series are the following types of positions:

- 1) Supervisory, managerial or confidential positions as defined in s. 111.81, Stats.;
- 2) Law enforcement positions whose principle responsibilities include enforcement of State laws, rules and regulations. Such positions have duties and responsibilities such that it requires certification as a law enforcement officer. Such positions are allocated to one of the law enforcement classification series such as Police Officer, State Patrol Trooper or Inspector, Conservation Warden, Excise Tax Agent or Special Agent.
- 3) All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Entrance into this series will typically be by competitive examination. Progression to the objective level will normally occur through reclassification. Progression beyond the objective level will normally occur through competitive examination.

E. How to Use This Classification Specification

This classification specification is used to classify entry, objective and lead level positions as generally described under Section B of this document. Definition statements in Part II of this classification specification provide specific guidance for allocations at each level. Representative positions at the objective or lead levels are provided to clarify intent and illustrate of what types of positions are correctly allocated to that level. For the purposes of this classification specification, enforcement of parking regulations is included as a subset in the general definition of security and protection work. Leadwork functions include training, assisting, guiding, instructing and assigning and reviewing the work of one or more full time equivalent permanent employees within the work unit.

II. DEFINITIONS AND REPRESENTATIVE POSITIONS

SECURITY OFFICER 1

This is entry or objective level security and protection work. Positions at the objective level are primarily responsible for maintaining watch at an assigned station. In this regard employees at the objective level secure building entrances and windows, record arrivals and departures from buildings, check equipment for proper operation, report from a given station at regular intervals, and report irregularities and unusual circumstances to superiors. Minimal patrol of buildings and immediate grounds within well defined check points may also be performed. Positions at the entry level perform work as described at the Security Officer 2 or higher level but in a training capacity under close supervision.

Representative Position:

General Security. Under limited supervision maintenance of security and safety at Wisconsin School for the Visually Handicapped. This work involves: operating the school's security system by carrying a Watch Clock while making rounds of buildings; maintaining watch at assigned station in the main lobby of the Administration Building; and taking appropriate action in the event of emergencies by contacting supervisor.

SECURITY OFFICER 2

This is entry or objective level security and protection or parking enforcement work. Positions at the objective level are (1) primarily responsible for making limited patrols of assigned buildings and grounds to guard against trespass, vandalism, and property damage, and reporting incidents or violations to appropriate authorities OR (2) enforcing parking regulations at a state owned or leased property. Work is performed under general supervision. Positions at the entry level perform work as described at the Security Officer 3 or higher level but in a training capacity under close to limited supervision.

Representative Positions:

General Security. Under general supervision position is responsible for the security of the general library or residence halls at the University of Wisconsin - Madison campus. This work involves patrolling

assigned buildings to ensure all doors are properly locked and secure; taking necessary steps to insure that property is safe from fire, theft and vandalism; providing varied assistance to staff and visitors; and providing security support services to library or residence halls staff. May perform parking enforcement.

Parking Enforcement. Under general supervision position is responsible for enforcement of parking regulations on the University of Wisconsin - Madison campus. This work involves patrolling by motor vehicle or foot parking areas containing metered or rented spaces; issuing parking citations for violations; coordinating removal of vehicles parked illegally; performing other work related to the parking program to include such items as collection of meter monies, field repair and maintenance of parking control equipment, positioning barricades for traffic control; and performing backup dispatch duties .

SECURITY OFFICER 3

This is objective or lead level security and protection or parking enforcement work. Positions at the objective level are responsible for providing extended general security and protection services at a state facility where the majority of time is allocated to the physical security of persons and property rather than parking enforcement. Positions at the lead level provide leadwork over permanently assigned positions which are identified at the objective Security Officer 2 level performing general security work or parking enforcement work. Positions at the objective level are responsible for providing security and protection services (exclusive of parking enforcement and related) at a state facility involving extensive patrolling of all buildings and grounds. In addition, positions at the objective level may perform limited (less than a majority of time) enforcement activities such as those pertaining to parking regulations, traffic rules and regulations at the facility and investigating complaints resulting from traffic incidents or possible law violations.

Representative Positions :

General Security. Under general supervision this position is responsible for providing security and protection of all University buildings, grounds and equipment from loss or damage; providing emergency assistance as needed; observing and reporting any situation that could cause injury or loss to the University, its faculty, staff or students; and ensuring that the rules and laws applicable to the campus are effectively enforced by directing compliance, issuing warnings/citations, and reporting violations to the appropriate authorities as necessary.

Parking Enforcement-Lead. Under general supervision this position is responsible for leadworking one or more permanently assigned Security Officer 2's which perform parking enforcement work a majority of the time as described at the Security Officer 2-Parking Enforcement level. Assigns, instructs and reviews work of subordinate staff.

SECURITY OFFICER 4

This is objective or lead level security and protection work. Positions at the objective level are responsible for providing security and protection services at a mental health facility through the enforcement of various federal, state and local laws including patrolling buildings and grounds to protect patients or to apprehending unauthorized absence or escaped patients. In addition, positions at the objective level transport newly admitted patients to treatment units and perform *limited* law enforcement functions to include detaining and arresting individuals in violation of state law. Positions at the lead level provide

leadwork over permanently assigned positions which are identified at the objective Security Officer 3 level who in turn perform general security work as identified at that level.

Representative Position - Objective

Security Officer - Mendota Mental Health Institute. Under general supervision this position is responsible for providing security and protection services to the Mendota Mental Health Institute through enforcement of various federal, state and local laws and Institute policies and procedures; performing investigative duties; and providing emergency and other services for various areas on the Institute on weekends and holidays.

Representative Position - Lead

Lead Security Officer - UW Stevens Point. Under general supervision, this leadwork position is responsible for planning, assigning and guiding the work of Security Officer 3's on a shift. In addition provides security by patrolling campus by automobile and foot, checking the interior and exterior of buildings to ensure entrances are secure and access is by authorized individuals only. Also investigates and reports incidents by conducting initial investigation, obtaining statements and filing reports. Maintains liaison with local law enforcement agencies.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training work or other life experiences which would provide reasonable assurances that the knowledge and skills required upon appointment have been acquired.

Special Requirement. Some positions may require certification in firearms.

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