



Career Service Authority

Security Specialist

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GENERAL STATEMENT OF CLASS DUTIES

Performs standard level technical and administrative support to Deputy Sheriffs by maintaining security in a detention facility through the operation of security controls and equipment related to the custody and movement of inmates.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from *Security Officer* which performs first line security duties at various city facilities by patrolling, monitoring, and inspecting all areas for any irregular or unauthorized activities or unsafe conditions.

This classification is distinguished from *Deputy Sheriff* which performs entry level to full performance level protective services work for Denver County by providing for the security, care, custody and safety of Denver County prisoners and the public in detention, medical, court and transportation settings. In addition, a Deputy Sheriff is sworn in by the Manager of Safety and is required to carry, use, and maintain firearms such as handguns and shotguns. Finally, a Deputy Sheriff has direct contact with inmates, whereas a Security Specialist has no direct contact with inmates.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None.

ESSENTIAL DUTIES

Through the use of closed captioning television (CCTV) monitoring and intercom control, observes the movement of Deputy Sheriffs and any medical and counseling staff within the detention facility to ensure their safety and security.

Monitors and controls inmate movement within the detention facility's secured areas by operating devices to control doors and elevators.

Provides administrative support in areas of inmate management and control where no contact with inmates is required, including the maintenance of records and files.

Tracks, observes, and records inmate movement and population which includes logging disciplinary actions, contacts, medical needs, and other important information.

Monitors and controls radio traffic within the detention facility, which includes shutting down non-emergency traffic during a crisis situation.

Monitors emergency alarms and notifies the Deputy Sheriff Sergeant on duty when an alarm indicates an emergency situation.

Observes controls for alarms, doors, and elevators to ensure systems are operable.

Monitors the visitation of inmates, which includes inspecting items brought to jail for inmates and screening persons seeking access to the detention facility's secured areas.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Conscientiousness – Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; related well to people

from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Memory – Recalls information that has been presented previously.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Ability to remain calm and communicate effectively under adverse conditions.

Ability to think and react appropriately under emergency conditions with little or no supervision.

Ability to interact effectively and professionally with the broad range of individuals encountered in the correctional environment.

Ability to observe inmates and deputies and use direction in certain situations.

Knowledge of building safety and security sufficient to be able to respond to a variety of emergency and urgent situations.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe working environment.

Knowledge of CPR and first aid techniques sufficient to be able to perform lifesaving measures and render first aid when needed.

Ability to utilize video and alarm system equipment.

Ability to understand and apply oral, written, illustrated, or demonstrated instructions.

Physical Demands:

Lifting: raising or lowering an object 20 to 50 pounds from one level to another.

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Crawling: moving about on hands and knees or hands and feet.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposure to offensive inmates and/or public.
Contact with inmates and/or public under a wide variety of circumstances.
Subject to injury from moving parts of equipment.
Exposed to unpleasant elements (accidents, injuries, and illness)
Subject to varying and unpredictable situations.
Handles emergency or crisis situations.
Exposed to odors in jail facility, inmate or public areas.
Subject to many interruptions.
Subject to long, irregular hours.
Pressure due to multiple calls and inquiries.
Exposed to sufficient noise to cause distraction or possible hearing loss.
Exposed to conditions where there is danger of life, body, and/or health.

Education Requirement:

High School Diploma or GED Certificate.

Experience Requirement:

None.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

By position, requires a valid driver's license at the time of application and for the duration of employment.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 08/24/2008

ESTABLISHED BY: Melissa Palmer & Bruce Backer

REVISED DATE:

REVISED BY:

CLASS HISTORY This is a new class.