

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 003535  
Grade 15**

**SECURITY OFFICER I**

**DEFINITION OF CLASS:**

This is security work maintaining the security of and protecting County-owned buildings, property, equipment, assisting employees and visitors, and controlling access to County property by employees and the general public. Personal contacts are with employees, the general public, and personnel from outside organizations for the purpose of exchanging security information and explaining procedures in order to facilitate the provision of security services and processes. Public service and assistance is provided to the visiting public on a daily basis and requires employees to answer questions concerning government operations and give directions to various facility locations. Employees are required to work rotating assignments including weekends and holidays.

An employee in this class is responsible for performing security work involving patrolling, equipment monitoring, desk assignment, and parking detail. The work requires incumbents to monitor operation of various surveillance and maintenance support systems to identify potential and actual problems such as breaches in security, break-ins, electrical power failures, gas and water leaks, fires, telephone communication failures, elevator problems, etc. Work also involves conducting patrols to inspect County buildings, facilities and grounds. Employees gather and report factual information of adverse security incidents, and write reports of findings. Shift assignments are provided by supervisors; employees carry out duties independently in accordance with laws, policies and procedures and established practices. An employee is expected to refer unusual and serious situations to higher level security personnel for resolution. Significant deviations from standard procedures and situations not covered by guidelines are referred to a supervisor for assistance. The complexity of this work is marked by various duties and assignments which consist of steps and procedures covered by different guides from where an employee selects appropriate actions/responses. Work requires quick judgments of how best to respond to serious and unusual security situations which may involve risk of injury or pose a threat to County property. Work is performed either in an office environment or patrolling by foot and vehicle between County buildings and other facilities. Employees may encounter threatening situations and unknown risks when responding to security incidents, and confront abusive and combative individuals in unlawful acts. Work requires continuous periods of patrolling County buildings and other facilities and typically involves sitting, keyboarding, standing, walking, climbing stairs, pushing, pulling, etc. Employee is subject to adverse weather conditions while patrolling and to occasional confrontations with unruly, aggressive people and other situations involving some risk to self, requiring attention to safety precautions to avoid injury.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Patrols County office buildings, facilities, grounds, parking lots and other sites in conformance with established procedures, safeguarding against fire, theft, and acts of vandalism or disturbances; makes reports of irregularities.
- Monitors County facilities using surveillance equipment to identify local security breaches and incidents and determines appropriate course of action.

- Patrols parking facilities and enforces regulations in County owned parking facilities by issuing parking violation tickets.
- Escorts employees who have cause or concern for their safety.
- Inspects and investigates security breaches with police personnel; may control the scene until arrival of police.
- Uses computer equipment to query databases.
- Answers requests for information regarding County Government from visitors and the general public and assists them as necessary.
- Issues identification badges and maintains register of all persons entering and leaving County buildings other than normal work hours.
- Confronts individuals who cause disturbances in buildings, offices, or other public facilities and issues Disruptive Behavior Orders and citations to disruptive persons.
- Logs after-hours maintenance calls.
- Provides security at special events.
- Maintains communication with supervisory personnel, County Police and Fire-Rescue employees through two-way portable radio.
- Maintains required records of shift activity and submits written reports.
- Monitors indicators for electrical, mechanical and heating, ventilating and air conditioning systems to identify possible problems.
- Directs traffic to County parking areas.
- May testify in court.
- May be required to enter vacant and abandoned buildings alone to determine if property damage/theft has occurred.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work alone at various locations and endure physical demands necessary to patrol County buildings, facilities and grounds inside and outside in all kinds of weather carrying light weight security equipment.
- Ability to acquire and maintain CPR certification.
- Ability to monitor County facilities using surveillance equipment for long periods of time.
- Ability to work with computers to communicate and use databases.
- Ability to assess situations quickly and objectively and determine proper course of action, handling situations and individuals firmly, courteously and tactfully.
- Ability to work fixed posts and patrol across multiple levels and uneven surfaces.
- Ability to respond quickly and calmly to alarms, calls for service and other problems.
- Ability to work rotating assignments including weekends, holidays, and in inclement weather.
- Ability to effectively communicate in English both orally and in writing to exchange information with personal contacts, testify in court, write brief reports, etc.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** One (1) year of experience in security work in a public setting.

**Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

**PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam with a Drug/Alcohol Screen.

**Class Established:** February 1971

**Revised:** December 1973

July 1974

May 1979

May 1987

**Classification Study:** May 1994 (M)

**Classification Study:** October 2003 (M)

January 2005

April 2010

August 2013

December 2014