

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

**Code No. 003537  
Grade 23**

**SECURITY OFFICER IV (LIEUTENANT)**

**DEFINITION OF CLASS:**

This is second level supervisory and protection security work serving as a Shift Supervisor over the County's building and facilities security force, and serving as a member of the Special Police Officer (SPO) detail providing personal protection for the County Executive. An employee in this class accompanies the County Executive to public functions, providing safe transport and making advance arrangements to ensure a safe environment for the Executive upon arrival. Contacts regularly occur with Security Sergeants to assign work, provide instruction and advice, answer questions, solve problems, and review, discuss and evaluate their work performance. Daily and frequent contact is also maintained with an employee's immediate supervisor to pass on and receive information, receive work assignments, plan for new work initiatives and changes, discuss employee performance and citizen complaint issues, and other matters in order to keep the Manager up-to-date or obtain approval. Regular contacts include security specialists and agents in County, State, and Federal law enforcement and public safety agencies, public officials, representatives of professional organizations, members of the media, and the general public in order to obtain, clarify, or provide information; provide guidance and instruction concerning difficult and serious situations and/or security incidents; and gain compliance with established policies and regulations. Public service and assistance is provided to the public on a recurring and frequent basis, and involves answering questions concerning government operations and providing directions to various facility locations.

An employee in this class is responsible for daily management of the staff and activities of an operational shift in the Security Unit, and for performing protective duties associated with providing personal protection to the County Executive. A Security Officer IV develops and analyzes the potential of threats and provides, as necessary during the shift, escort/bodyguard protection for the County Executive. The employee conducts advance work addressing basic movement, transportation and logistics, contingency and emergency planning, and site surveys. Other assignments are unique and initiated by either the employee's supervisor or other employees in this class. At this level, employees are expected to address and resolve issues by devising appropriate work plans and methods. Employees advise their supervisor of unusual, sensitive and/or dangerous situations both to keep her/him informed and to receive instruction. Guidelines which govern this class of work include local, State, and Federal laws and regulations as they relate to violations of the law, delegated authority of a Special Police Officer, and building facility security operations; established practices and methods of protection and threat analysis; and, administrative regulations and procedures related to staff supervision. These guidelines are followed under normal circumstances. Available guidelines do not cover all situations, however, and some latitude is required in the application of personal judgment. Employees in this class frequently encounter unusual situations and problems for which they provide guidance and instruction. Employees are also expected to recommend modifications to existing guidelines, and occasionally create policies and procedures. The complexity of this class of work is derived from supervising a large, geographically dispersed work force on an assigned shift; analyzing incidents, alarms and other security-

related matters to develop deployment and operational plans; approving employee leave and overtime requests in accordance with collective bargaining agreements and schedule requirements, County security needs, and overtime funding resources; addressing numerous personnel issues and citizen complaints; and maintaining a motivated work force. Employees in this class also serve as the operational Lieutenant that manages the County's enterprise-wide security access system, security alarms, fire alarms, and video surveillance systems. Complexity of the work is also exemplified by the recurring requirement to coordinate operational issues with representatives of other public safety and regulatory agencies and members of the various County departments, and community and private business sectors. Work is performed under the general supervision of a Manager with the expectation that normal, daily work planning, coordination, and problem solving on an assigned shift are accomplished independently. Completed work is subject to review for conformity with policy and technical soundness. Work requires quick judgment on how best to respond to serious and unusual building and/or personal protection situations which may be life threatening. The employee must evaluate the significance of incomplete and/or conflicting information and determine the approach best suited to the assignment. The purpose of the work is to ensure effective deployment of shift resources on a daily basis to meet varying security threats and challenges. Employees must be prepared to protect themselves or others from physical attacks at any time and without warning, and turn to the use of firearms only as a last resort. Work contributes to the operation of the County's security systems protecting the County Executive, County buildings and facilities. The work environment is primarily an office or meeting room setting; however, an employee in this class will be mobile during a substantial portion of duty time, and respond to criminal activity as a Special Police Officer. The employee may encounter uncooperative, hostile, or violent individuals who must be detained or arrested. Although infrequent, the physical demands may be strenuous when controlling or subduing hostile persons.

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

- Plans, assigns, coordinates and checks the work of security personnel including contractual security employees; establishes work schedules and post assignments; conducts performance evaluations and counsels and instructs assigned County security personnel; participates in setting uniform performance standards; recommends hiring, promotion, and disciplinary actions; participates in developing training regimens to ensure physical and mental preparation of security staff.
- Receives citizen complaints, conducts and/or oversees conduct of investigations by subordinate officers, and prepares reports of findings and recommendations.
- Coordinates and conducts protection activities; performs security surveys of locations to be visited by the County Executive; consults with State, County, and local officials as necessary concerning security matters.
- Implements appropriate protective instructions and procedures when accompanying the County Executive as body guard; maintains close proximity to the County Executive; takes measures required to protect the life of the County Executive.
- Determines routes and drives the County Executive to public events, official meetings, and other activities; employs defensive and evasive driving techniques, as necessary.
- As an armed Special Police Officer with arrest authority, responds to on-going criminal activities and disruptive behavior associated with building security and County Executive protection; takes appropriate action to thwart the commission of crime and disruptive behavior, apprehending individuals and issuing Disruptive Behavior Orders and citations, as necessary.
- Serves as technical advisor, as directed, reviewing new construction projects or new lease acquisitions for security adequacy.

- Manages in-service training, serves as an in-service instructor, and maintains training records. Ensures that all alarm and monitoring equipment is operational on a shift, and action is taken to make necessary repairs.
- Reviews invoices and recommends payment to the Contract Administrator for contracted security guard services; provides direction to the Contract Project Officer on how to deploy contract security personnel to best advantage in providing security guard coverage in County buildings.
- Accepts and accounts for payment of parking fines and ID badges.
- May be assigned to different shifts in order to maintain familiarity with all aspects of activities related to the security mission.
- Administers first responder medical assistance for immediate emergency medical treatment of traumatic injury, as required.
- Prepares and submits written reports concerning unusual incidents occurring during assignments.
- Investigates unusual and serious breaches of security with Police staff and supervisory personnel.
- Performs related duties as required.

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

- Knowledge of executive protection, physical security, and law enforcement techniques, practices, methods, and operations.
- Knowledge of Federal, State, and County criminal law appropriate to the mission of protecting the County Executive and exercising arrest authority.
- Knowledge of integrated electronic security devices, hardware, software, and systems appropriate for protection of physical assets and personnel.
- Knowledge of contract monitoring processes and requirements.
- Skill in the use of firearms for use in the apprehension and arrest of those involved in the commission of a crime.
- Skill in armed and unarmed combat and ability to use self-defense.
- Ability to approach, detain, question, and if necessary, arrest uncooperative, hostile, evasive, and/or dangerous individuals and defend oneself from attack.
- Skill in specialized driving techniques and methods.
- Skill in the application of first aid and medical assistance appropriate for immediate emergency medical treatment; ability to acquire and maintain CPR certification.
- Skill and ability in operating a vehicle under emergency conditions.
- Ability to establish facts, to analyze problems quickly, and to take appropriate action in emergency and/or stressful situations.
- Ability to provide effective supervision to subordinate security personnel.
- Ability to prepare routine reports and correspondence.
- Ability to handle sensitive public contacts.
- Physical skill and conditioning appropriate to work.
- Ability to handle individuals firmly, courteously, and tactfully.
- Ability to communicate effectively, both orally and in writing.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Five (5) years of experience in personal protection work, criminal investigation, police work, or related law enforcement work.

**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:**

- Certification as a Special Police Officer (SPO), or ability to obtain certification within the twelve (12) month probationary period; preferably within six (6) months of appointment to the position.
- Certification in Defensive Driving Techniques, or ability to obtain certification within the twelve (12) month probationary period; preferably within six (6) months of appointment to the position.
- Certification as a medical First Responder, or ability to obtain certification within the twelve (12) month probationary period; preferably within six (6) months of appointment to the position.
- Possession of LEOSA (Law Enforcement Officer Safety Act) certification, or the ability to become LEOSA certified within six months of appointment to the position.
- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

**Note:** There will be no substitutions for this section.

**OTHER:**

- A current safe driving record.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to this class will be required to serve a probationary period of twelve (12) 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:** July, 2004

**Revised:** January, 2005

April, 2008

April, 2010

March, 2013

August, 2013

October, 2014