

KETTERING POLICE DEPARTMENT

COURT SECURITY OFFICER

GENERAL STATEMENT OF DUTIES:

The Court Security Officer is responsible for maintaining the safety and security for the court officials the public utilizing Court-related services and the Kettering Courts Building. Performs other related duties as required.

DISTINGUISHING FEATURES OF THE POSITION:

The Court Security Officer is responsible for maintaining security within the City of Kettering Courts Building for Court officials and those customers utilizing Court-related services. The work schedule will be up to 28 hours per week. This position is under the immediate supervision of the Support Services Sergeant.

EXAMPLES OF WORK: (Illustrative Only)

- Maintains surveillance of municipal court lobbies and public areas;
- Operates weapons screening equipment;
- Monitors perimeter access control, closed circuit TV, fire detection and alarm systems;
- Assists in the evacuation of the court facility during drills or actual emergency situations;
- Transports prisoners to and from the Kettering Jail, Montgomery County Jail, and/or other facilities as needed; including monitoring said prisoners at the Kettering Courts building and transferring them to courtrooms as needed;
- Responsible for sign-in logs and inspecting the identification of persons entering the Court facility (if necessary);
- Answers questions from the public and provides directions to other City offices;
- Required to utilize two-way radio communications units, issued firearm, baton, Taser and handcuffs;
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (SKA):

Must have the ability to organize and maintain a secure court environment and assist the public within the court building;

Must have the ability to learn how to operate weapons detection equipment and other screening devices and to acquire a working knowledge of security methods and safety practices;

Must demonstrate mutual respect for people at all levels and possess the ability to effectively interact with the public, giving directions and responding to inquiries in a courteous and professional manner;

Strong written and verbal communication skills;

Specific knowledge and application of firearm and defense techniques, including the ability to meet department standards;

Specific knowledge and application of First Aid;

Ability to deal effectively and courteously with court officials, police officers, prisoners, and the public;

Ability to evaluate information, analyze situations, and exercise sound, independent judgment and initiative;

Must be able to recognize and react to possible stressful situations;

Ability to work with minimum supervision;

Ability to use a computer system and effectively maintain paper and electronic records;

Must be in adequate physical condition to perform essential duties;

Must possess a high degree of integrity and honesty;

Must possess and maintain a valid Ohio Operator's License;

Regular and predictable attendance required.

ACCEPTABLE EXPERIENCE AND EDUCATION:

A high school graduate level of ability in English, grammar, math and spelling, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

OTHER REQUIREMENTS:

Must be a current or retired Peace Officer certified through Ohio Peace Officers Training Committee per Ohio Administrative Code. Must fulfill all training requirements that are necessary throughout the year. This training includes force options, firearms (including qualification), CPR/First Aid, and Taser certification.

Candidates for this position must be at least 21 years of age at the time of appointment. Must have and maintain a valid Ohio Driver's License and a good driving record.

Due to the nature of the work, all candidates will be required to submit to a background check, and successfully pass a psychological assessment, a polygraph examination and a medical examination prior to appointment. Once appointed, court security officers will be required to conform to established departmental dress codes and standard of conduct.

Approved:  _____

Date: 1/22/2020 _____