

**City of San Rafael
Job Class Specification**

JOB TITLE: POLICE SECURITY OFFICER

SUMMARY

A public officer position (not a sworn peace officer) whose primary duty is the security of locations or facilities of the City of San Rafael. May assist other job classes in control of public egress and ingress at special events and meetings; and/or in enforcing parking ordinances and providing traffic control. Direct supervision is provided to the public officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide security to an assigned location, area, or facility.
- Collect fees at parking facilities.
- Gives assistance, information and direction to the public including responding to parking related complaints.
- Observes and reports hazards, problems, crimes, or unusual occurrences to a supervisor, including but not limited to identification and abatement of abandoned vehicles.
- Control emergency situations until safety personnel arrive.
- Prepares written reports related to assigned work activity.
- Transport funds to and from parking facilities.
- Operates a Police radio and/or miscellaneous equipment and/or motor vehicles as directed.
- Minor repairs of parking equipment.
- Performs related duties as required, including but not limited to: Control public egress and ingress at city events and meetings or facilities; and/or Issues parking and other infraction citations using hand-held computers or citation books; and/or Directs traffic and regulates vehicle flow at emergencies or in congested areas.

KNOWLEDGE OF:

Common police department communications system operations. Laws and ordinances related to parking enforcement and providing security to the public. Safety procedures related to using law enforcement equipment including radios and weapons. Public contact techniques. Proper written and oral English. Operation of computers and related software. Department regulations and procedures and reports.

ABILITY TO:

Explain and enforce parking laws and other related city ordinances. Operate a computer and related software. Compile data and prepare detailed work activity reports. Understand and follow rules, regulations and directions. Communicate effectively. Operate a Police radio and a variety of public safety equipment and vehicles. Establish and maintain cooperative relationships with the public and fellow employees. Serve the public with tact and courtesy. Work variable shifts, which may include nights, weekends, and holidays.

LANGUAGE SKILLS

Ability to read, and comprehend instructions, correspondence, and memos. Ability to write work activity related reports. Ability to effectively present information in one-on-one situations to the public, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY

Ability to apply common sense and understanding to carry out detailed written or oral instructions.
Ability to deal with problems involving variables in differing situations.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and two years public contact experience; or equivalent combination of education and experience. Applicants must have successfully completed an approved 832 P.C. course, and be eligible for a "Guard Card" issued by the California Department of Consumer Affairs, prior to their appointment to this position.

Valid California drivers license and a safe driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is occasionally exposed to vibration. The noise level in the work environment is usually loud.

FLSA Status:	Nonexempt
Bargaining Group:	San Rafael Police Association
Benchmark Relationship:	Police Service Specialist
Prepared By:	City of San Rafael
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