

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
Office of the Director
Facilities Protection Unit

JOB TITLE: Security Officer I

STATEMENT OF DUTIES: Under the general direction of a Security Officer II, DOJ, this position is assigned to one of three shifts in a 24-hour operation to provide security at a Department of Justice facility. This position has limited peace officer powers as defined in the California Penal Code, section 830.4, which includes the powers of arrest. The incumbent will carry a firearm, baton, pepper spray and any other safety equipment as required by the Department, and only while on duty.

SUPERVISION RECEIVED: Reports directly to the Security Officer II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to lift and move up to 50 pounds, not on an hourly, repetitive basis.

TYPICAL WORKING CONDITIONS: Smoke-free environment, working inside an enclosed booth, and patrolling the interior or exterior of the facility.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

- 45% Enforces Department security regulations by maintaining security of designated entrances of a Department occupied facility. This involves controlling entrance and exit of employees, allied agency personnel, service personnel and visitors; checking credentials and badges; issuing identification badges; maintaining logs regarding the various functions assigned to the security operation; provides referral information to employees and the general public.
- 45% Patrols the facility grounds; investigates unusual, suspicious, dangerous and/or defective conditions on the premises, and provides for their resolution. Requires walking the equivalent of several miles each shift. Also requires long periods of standing, climbing of stairs, occasional need for climbing access ladders to rooftops and, when necessary, climbing six foot chain link fencing.

5% Assists agents serving search warrants. Assists with investigation of threats against employees. Enforces Penal Code, Health & Safety Code, California Vehicle Code, and other related codes. Enforcement includes detention and physical arrest. Writing criminal and incident reports, collection and logging of evidence when relative. Investigate and write vehicle accident reports. Administer drug/alcohol abuse recognition tests.

5% Assists Department, California Highway Patrol and/or other local law enforcement personnel in the implementation, coordination and resolution of emergency procedures and situations at Department occupied facilities. Provides cleaning and maintenance of issued safety equipment and other equipment assigned to the Security Unit. Administers first aid and/or CPR to injured persons when necessary. Responsible for maintaining the Department's lost and found. Other duties as assigned.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date