

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV47626</b>
<b>Job Class Code:</b>	<b>660</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>04</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>10/01/98</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>09/29/06</b>	<b>Effective Date:</b>	<b>09/23/06</b>

**JOB CODE SERIES:** Security Series

**JOB CODE TITLE:** ASH SECURITY OFFICER 1

**HRIS TITLE:** ASH SECURITY OFFICER 1

**CHARACTERISTICS OF THE CLASS:** Works under the close supervision of an ASH Security Officer Supervisor to maintain security and order in a mental health institution and treatment center.

Has the authority and responsibility to

- Carry out all assigned duties in the manner prescribed by governing laws, rules, regulations, policies and procedures
- Perform all tasks in a timely and professional manner; assuring that all prescribed security requirement have been properly carried out;
- Attend all in-service training classes for security officers
- Immediately advise supervisors of any potentially dangerous situation and assist in controlling same as instructed by supervisor.
- Perform routine duties maintaining security of the Arizona State Hospital and the Arizona Community Protection Treatment Center.
- Assist clinical team by responding to emergency situations
- Provide emergency response services for forensic and civilly committed patients to the ASH and residents committed to the Arizona Community Protection Treatment Center of ASH.
- Prepare and submit timely reports.

### **EXAMPLES OF DUTIES:**

- Works with clinical staff to provide security and order for patients/residents during all daily activities, treatment, recreation, meals, visitation, medical appointments and other activities.
- Observes patients/residents and reports any unusual incidents or behaviors.
- Writes incident reports in prescribed manner and format.
- Participates in searches within the hospital and the Arizona Community Protection Treatment Center for contraband on patients/residents or in living areas.
- Upon the request of nursing, counseling, or management staff, participates in the inspection of patients'/residents'/rooms and other areas of the ASH and treatment center, checking for cleanliness of areas and the serviceability of security devices.
- Performs security checks of buildings, on alert for unsafe/dangerous conditions or patients/residents who may have developed emergency health problems; alert proper response team and assist as needed.
- Maintains proficiency in proper handling of security equipment. May assist in conducting investigations involving patients/residents.

- Transports and provides security and control of patients/residents and clinical staff to various sites outside and inside of the institution or treatment center. This may include the transportation of patients/residents in restraints for the safety of patients, staff and public.
- Performs security duties in forensics, behavior management, and other mental health units of the hospital and the treatment center, including seclusion rooms, hospital grounds and the entrance to the institution.
- Provides emergency security assistance to staff, patients and residents to include: breaking up fights, using communication skills to defuse potentially explosive situations.
- Prepares written reports of security related incidents in areas of responsibility; initiates immediate security and control measures as prescribed.
- Uses portable or stationary two way radios to communicate with other officers and staff within the institution and treatment center.
- Confers with supervisor regarding work processes.
- Performs other related work as required.

**WORK CONDITIONS:** Work is performed in an inpatient mental health facility and in a treatment center for civilly committed sex offenders, Work may involve exposure to hazardous situations. Incumbents are expected to be physically able to subdue, restrain, lift and/or carry patients.

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

### **Knowledge of:**

- The methods, techniques, and practices of security procedures utilized in a mental health facility that include the use of leather, metal or cloth restraints
- The methods, techniques and practice of fire drills, disaster drills, medical emergency and the inspection of fire extinguisher and sprinkler systems
- The policies and procedures and post orders of the security work system used by the Arizona State Hospital and the Arizona Community Protection Treatment Center;
- The methods, techniques and practice of receiving, transmitting and carrying out written or verbal directions while maintaining a calm and even temperament under stressful conditions.
- Basic first aid measures

### **Skill/Ability to:**

- Apply the Federal, State and agency laws, rules, regulations, policies and procedures governing the security and order of the institution, treatment center, and the rights of the patients/residents;
- Appropriately use the methods, techniques and practices of maintaining security control of patients/residents of the Hospital and Treatment Center
- Interpret the vernacular used by patients/residents
- Provide basic first aid measures; awareness of the precautions used in handling serious health disorders; oral and written communications; establishing and maintaining effective working relationships with staff, patients and residents.

### **Experience and Education:** Typical ways to obtain the KSAs would be:

- One year of experience in security operations.
- High School or GED Equivalent.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

Ash Security Officer I

Job Code ACV47626

**SPECIAL SELECTION FACTORS:** Possession of and ability to maintain a valid Arizona driver's license appropriate to the assignment. Job offer is contingent upon the passing of a psychological examination, physical examination and a background check.