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CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV47627
Job Class Code:	660	Salary Schedule:	AREG
EEO Category:	04	Grade:	17
Workers Comp Code:	7720		

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

JOB CODE SERIES: Security Series

JOB CODE TITLE: ASH SECURITY OFFICER II

HRIS TITLE: ASH SECURITY OFFICER II

CHARACTERISTICS OF THE CLASS: Works under the general supervision of the ASH Security Administrator and through close supervision of security officers maintains security, order and safety of patients, residents and staff at ASH and the Arizona Community Protection Treatment Center.

Has the authority and responsibility to:

- Supervise the Security Staff of a designated shift at the Arizona State Hospital and the Arizona Community Protection Treatment Center
- Assign/reassign security staff to maintain security and order during a designated shift
- Train and evaluate staff and prepare and submit reports on recommendations.
- Approve/disapprove leave,
- Administer performance evaluations and recommend disciplinary actions
- Assist nursing staff to maintain a safe and therapeutic environment.
- Provide and supervise emergency response services for forensics and civilly committed patients of ASH and residents civilly committed to the Arizona Community Protection Treatment Center at ASH
- Provide timely and appropriate responses to emergency situations through the effective deployment of security staff who apply proper and prescribed security procedures and techniques utilizing various patient/resident restraint equipment.

EXAMPLES OF DUTIES:

- Performs duties as a working supervisor of security officers in a variety of assignments at ASH and the Arizona Community Treatment Protection Center.
- Develops and monitors work schedules for security staff.
- Resolves technical or work procedure problems and questions presented by staff.
- Conducts impromptu inspections of duty sites to determine any problems or potential hazards to staff patients/residents
- Alerts staff of problem situations and assures that proper corrective actions are taken
- Maintains logs or records of patients/residents entering or leaving a specified area
- Alerts authorities when discrepancies of counts occur.
- Interacts with law enforcement agencies at state, county and city levels.
- Writes summary reports following each shift of duty
- Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, and making decisions

- Writes preliminary investigative reports of incidents involving staff and patients and residents care
- Assures that subordinate staff are kept informed of changes in daily activities
- Assists official investigative teams by securing area and maintaining security and order.
- Assists nursing staff by providing subprofessional counseling or crisis intervention to patients/residents and staff to defuse problems when responding to emergency situations
- Writes reports and informs treatment staff and officials of program operations
- Performs related work as required.
- May be required to provide training in specific areas of expertise to unit staff or new employees

WORK CONDITIONS: Work is performed in an inpatient mental health facility and in a treatment center for civilly committed sex offenders, and in the field that involves 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:

- Federal, State and agency laws, rules, regulations, policies, procedures and due process governing the security, order and safety of patients of ASH and the Arizona Community Protection Treatment Center
- Principles and practices of supervision, leadership, and training of security officers
- Methods and techniques utilized in the restraints (metal, leather, and cloth) and other defense control devices
- Methods, techniques and practices utilized in sub-professional counseling by security personnel in a mental health institution
- Methods, techniques, and practices of operating two-way radios, security devices, electronic sound equipment, telephone system, intercom system.

Skill/Ability to:

- Apply and interpret Federal, State and agency laws, rules, regulations, policies and procedures governing the security and order of patients/residents
- Deliver oral and written communications.
- Apply the methods and techniques of supervision and leadership
- Train security staff in the proper methods of security, use of control and sub-professional counseling
- Determine staff assignments
- Interpret the vernacular used by patients/residents
- Provide basic first aid measures with precautionary awareness of serious health disorders

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

- Two years of experience as a hospital security officer or three years experience in security operations of which at least one year must have been in a supervisory capacity, High School graduate or GED equivalent.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

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.

