

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV47629
Job Class Code:	660	Salary Schedule:	AREG
EEO Category:	04	Grade:	19
Workers Comp Code:	7720		

Job Code Established:	9/29/06	Effective Date:	9/23/06
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Security Series

JOB CODE TITLE: ASH SECURITY OFFICER 3

HRIS TITLE: ASH SECURITY OFFICER 3

CHARACTERISTICS OF THE CLASS:

Through close supervision of security officers, maintains the security and safety of patients/residents and staff at ASH and the Arizona Community Protection Treatment Center and; assists nursing staff in maintaining a safe and therapeutic environment

Works under the general supervision of the HS Security Administrator and has the authority to:

- Supervise the Security Staff of all shifts of assigned units at the Arizona State Hospital and the Arizona Community Protection Treatment Center;
- Interview, hire and or discipline security staff (In coordination with the Chief of Security)
- Train and evaluate staff and prepare and submit reports on recommendations.
- Approve/disapprove leave, administer performance evaluations and recommend disciplinary actions.
- Assign/reassign security staff to maintain security and order for all shifts of assigned units
- Inspect areas for safety of staff.
- Provide and supervise timely emergency response services for forensics and civilly committed patients of ASH and residents civilly committed to the Arizona Community Protection Treatment Center at ASH.
- Ensure that security staff applies proper security techniques and follows prescribed procedures including utilization of the various approved patient/resident restraint equipment when responding to emergency situations a

EXAMPLES OF DUTIES:

- Performs duties as officer in charge of ASH Security Officers 2's and second line supervisor for the ASH Security Officer 1's, who work with mental patients and sexually violent persons
- Through direct supervision of Security Officer 2's, oversees the performance of Security Officer 1's engaged in providing security of patients/residents in a variety of assignments engaged in providing security of patients/residents in a variety of assignments within or outside of 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
- Interacts with law enforcement agencies at state, county and city levels..

- Reviews and monitors security practices and procedures to ensure patients/resident accountability; recommends and assures changes as appropriate
- Writes Security Policies and Procedure In coordination with the Security Chief
- Writes Management and post Orders.
- Serves in the absence of the Chief of Security as necessary.
- .Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, and making decision.
- 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.
- Provides subprofessional counseling or crisis intervention to patients/residents and staff to defuse a situation, assist in rehabilitative programs and when responding to emergency situations .
- Writes reports and informs treatment staff and officials of program operations.

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 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;
- The principles and practices of supervision, leadership, and training of security officers;
- The methods and techniques utilized in the restraints (metal, and leather) and other defense control devices;
- The methods, techniques and practices utilized in sub-professional counseling by security personnel in a mental health institution
- The methods, techniques, and practices of operating two-way radios, security devices, electronic sound equipment, telephone system, intercom system.
- Basic first aid measures
- The practices and techniques of observing, detecting and defusing adverse actions by mental patients and sexually violent persons; oral and written communications

Skill/Ability to:

- Apply and interpret Federal, State and agency laws, rules, regulations, policies and procedures governing the security and order of patients/residents;
- Supervise, lead and train. staff in the proper methods of security,
- Use sub-professional counseling;;
- Interpret the vernacular used by patients/residents;.

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, Associate of Arts degree or 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 physical examination and a background check.