

CLASS TITLE: SCREENER, CAPITOL POLICE

Class Code: 02187602

Pay Grade: 15A

EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To protect the State Capitol, annexes, state properties, employees and the public by providing general security, screening and inspection of all visitors; to inspect visitors' personal effects and equipment to identify weapons, contraband, explosives or other hazards; to prevent weapons, contraband and other items which could pose a threat to public safety from entering the building; to tactfully and professionally explain the screening protocols to visitors and promote compliance with screening procedures; to operate basic security equipment such as x-ray machines and hand-held wands used at public entry screening checkpoints; to perform pat-downs and/or hand-held wand searches of visitors in a thorough fashion; to identify and report any suspicious or illegal findings to the Capitol Police or other designated party; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a Capitol Police officer from whom assignments and instructions are received in detail or outline form; work may be reviewed during shift assignments and upon completion for efficiency and methods of performance.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To protect the State Capitol, annexes, state properties, employees and the public by providing general security, screening and inspection of all visitors.

To inspect visitors' personal effects and equipment identify weapons, contraband, explosives or other hazards.

To prevent weapons, contraband and other items which could pose a threat to public safety from entering the building.

To tactfully and professionally explain the screening protocols to visitors and promote compliance with screening procedures.

To operate basic security equipment such as x-ray machines and hand-held wands used at public entry screening checkpoints.

To perform pat-downs and/or hand-held wand searches of visitors in a thorough fashion.

To identify and report any suspicious or illegal findings to the Capitol Police or other designated party.

To identify and set personal effects, bags and equipment aside for more detailed searching or re-screening as indicated by the screening equipment.

To promptly and accurately interpret and apply divisional screening procedures.

To actively pursue those who breach security, to immediately notify Capitol Police officers or other security personnel upon security breaches, and to assist law enforcement officers in their efforts to locate individuals who breach security protocols.

To question suspicious visitors, request and review their badges or identification to ensure that the same are valid, and inquire as to their business on State premises.

To prevent unauthorized individuals from entering restricted areas.

To close entry areas following security breaches and to reopen the same after receiving notification that the building is secure.

To patrol work areas and outside grounds to detect any suspicious objects, items, activities or persons.

To maintain order and control of a facility's entry and exit check points.

To contact first responders directly, and communicate clearly with police and/or other emergency personnel, in cases of urgent security or urgent safety issues by using phones, two-way radios or other equipment.

To record information and compose basic reports concerning suspicious visitors, personal effects, or equipment that may trigger alarms in monitoring equipment.

To watch for and identify persons whose pictures are posted at checkpoints.

To safely and securely confiscate dangerous items and hazardous materials found in bags, backpacks, briefcases, suitcases or on individuals.

To professionally and courteously interact with the public and provide information pertaining to the location of state offices and personnel.

To remain on duty when so ordered, or until properly relieved, and to pass on special instructions or pertinent information.

To follow all standard operating procedures used by the capitol police in maintaining operational security, order and discipline.

To attend staff meetings as required.

To be available to fill unmanned shifts and to be available for reassignment to other facilities when called upon.

To maintain a professional presence and appearance, and to assist the public in a courteous, tactful and professional manner.

As required, to administer CPR and/or render first aid.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of the fundamentals and techniques utilized in providing security for state buildings and grounds; Knowledge of applicable laws, rules, regulations, policies, procedures, paperwork, terminology, and core operations associated with the Department of Public Safety and the Division of Capitol Police; the ability to think and act quickly with sound judgement and discretion and to evaluate security situations; the ability to deal firmly but courteously with visitors and the general public; knowledge of general security, screening methodology, tools, and technology used for screening/security; the ability to enforce standards of conduct and order; the ability to operate portable radio equipment in a clear and articulate manner; A familiarity with security work of a patrolling nature; a working knowledge of first-aid treatment and techniques; a working knowledge of tactics, techniques and procedures that are commonly used in hiding weapons, contraband, explosives and other hazards in order to effectively search for and discover the same; the ability to stay current and understand, discuss, explain and apply applicable laws, rules, regulations, policies, procedure, paperwork and terminology; the ability to examine personal identification documents to ensure that the same are valid; the ability to prevent unauthorized individuals from entering restricted areas; the ability to maintain training proficiencies necessary to meet the demands of operational screening needs; the ability to patrol work areas and outside grounds to detect any suspicious objects, items, activities or persons; the ability to maintain order and control a building's entry and exit check points; the ability to remain calm in stressful situations; the ability to communicate clearly, effectively and efficiently both verbally and in writing; the ability to work irregular hours indoors & out under varying work and climate conditions; the ability to use applicable computer programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Graduation from senior high school; and

Experience: Such as may have been gained through: Full-time paid employment in a position that involves the protection of life or property in such fields as: the armed forces, municipal, state or federal police or fire fighting organizations, or in the professional protection of a large facility, establishment or institution.

Or, any combination of education and experience, that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Conditions to be met for appointment: (1) must be physically qualified to perform assigned duties as evidenced by a physician's certificate; (2) must submit to and satisfactorily pass a full background criminal investigation (BCI); (3) must possess and maintain a valid motor vehicle operator's license; (4) must have successfully passed the Department of Public Safety Screener's Qualification Course; (5) must

successfully complete and pass a CPR/first aid training course specified by the Department once every two (2) years.

Class Created: April 1, 2018