

SPOKANE TRANSIT
POSITION DESCRIPTION
FOR
SECURITY OFFICER

NATURE OF WORK

Assists the Manager and Coordinator in providing security and safety functions to employees, customers and assets described in Spokane Transit's security program; assists in conducting investigations; responds to criminal acts, disputes or other matters involving the safety and security of STA's customers, employees and property. Duties require the ability to apply reason and exercise independent judgment in resolving problems and to assess and successfully respond to a variety of situations where only limited standards, codes, laws and regulations exist.

SUPERVISION

Position is under the general supervision of the Security Coordinator.

ESSENTIAL FUNCTIONS

- Conducts thorough physical security assessments of transit facilities and properties; reports inoperable equipment, physical security breaches, and all threats to assets, employees, and customers while on foot patrol or driving vehicles.
- Uses radio and cell phone to communicate security-related information to supervisor(s), agency control centers and/or police.
- Accurately completes various reports including the Daily Field Activity Report, Security Incident Reports, Police Uniform Incident Reports, Monthly Reports, and Alarm Reports; reports will be entered in the computer; will also enter key information into security database; searches transit facilities and vehicles for suspicious devices and/or people; answers customers' requests for assistance.
- Conducts active surveillance of various locations using camera systems capturing video evidence for use in criminal and civil proceedings.
- Listens and responds to radio traffic, responds to employee reports of suspicious activity, investigates and reports suspicious activity, notifies law enforcement of criminal activity and prepares detailed incident reports.
- Takes photographs of evidence for reporting purposes.
- Make arrests/detentions for applicable laws on transit properties and vehicles in accordance with the Rules of Conduct; issues Criminal Citations as well as Notice of Infractions for crimes/infractions that occur on Transit property and/or coaches; issues passenger exclusion orders according to the established procedures as part of the exclusion program; issues notices of infractions pursuant to RCW 7.80.050, both orally and in written notices.
- Conducts traffic control and employee escorts as needed or requested.

- Assists in coordinating and scheduling the work, training and activities of agency and contract security personnel.
- Monitors Spokane Transit's photo identification program; issues, deletes and updates employee and vendor photo identifications upon hire/termination of services; troubleshoots minor problems with system hardware and software.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of their duties.
- This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as dictated by their supervisors.

MINIMUM REQUIREMENTS

Training and Experience:

Three years of public law enforcement, three years private security work experience, three years military police or two years related transit experience.

An Associate's degree from an accredited college or university with major course work in criminal justice, law enforcement, transit safety or related field may be substituted for one year of the required work experience.

License:

- Possess a valid driver's license from the state of residence.
- Possess or obtain and maintain status as a "Specially Commissioned Peace Officer" the City of Spokane is mandatory and to possess or obtain and maintain status as a "Specially Commissioned Peace Officer" with Spokane County (requires U.S. citizenship) is necessary to reach Security Officer wage grade 5.
- Successfully pass a criminal and civil background check.
- Following hire, must be able to obtain defensive tactics certification, OC (Oleoresin Capsicum) certification and baton certification.

Environment:

Office environment setting; external environment setting; travel to other locations for business purposes; extensive public contact; work alone or in remote areas; exposure to potentially hostile environment; noise, dust, grease, smoke, fumes, noxious odors, and gases; all types of weather and temperature conditions.

Essential Physical Abilities:

Adequate clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively, and perform telephone and radio communication.

Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, perform surveillance.

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports, utilize equipment required for the performance of duties, and operate a vehicle.

Sufficient personal mobility, flexibility, stamina, strength, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, walk and stand for extended periods of time, walk up and down stairs consistently, lift 50 to 80 pounds, and to perform all duties required in a quasi law enforcement environment.

KNOWLEDGE OF

Operations, services and activities of a security program.

Modern principles and practices of security and safety enforcement.

Methods and techniques of compiling and presenting security information.

Investigative methods and procedures.

Principles of the Spokane Transit's Rules of Conduct.

Pertinent Federal, State, and local codes, laws and regulations.

Occupational hazards and standard safety practices.

English usage, spelling, grammar and punctuation.

ABILITY TO

Provide security service to protect Spokane Transit clients, employees and property.

Implement new security procedures.

Direct the response to crimes and incidents.

Respond to criminal acts, disputes and other safety and security related matters.

Apply reason and exercise independent judgment in resolving security related problems.

Deal with a variety of variables in situations where only limited standards, codes, laws and regulations exist.

Deal with persons of varying social, economic and cultural backgrounds fairly and without bias.

Be assertive, when needed, with the public and use physical force when appropriate.

Enforce Federal, State laws, municipals codes and Spokane Transit's Rules of Conduct.

Establish and maintain complex records and reports.

Independently prepare routine correspondence and memoranda.

Ensure adherence to safe work practices and procedures.

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Understand and follow oral and written instructions.

Write clear, concise and accurate reports containing both written and numeric expression.

Establish and maintain effective working relationships with those contacted in the course of work.

At scene of incident administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court.

Interview persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.

When assigned, participates in training activities at the police training academy; may be directed to instruct or establish curriculum for instructional purposes.

Ability to understand and carry out oral and written instructions.

Ability to write and speak effectively.

Ability to function in high stress situations.

Coordinate and monitor work activities of contract security officers.

Assist in training new security officers or other personnel and provides on-going work leadership.

WAGE

Hourly rate as provided for in the Spokane Transit's Salary and Compensation Policy.

AA/EEO

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

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I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature

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