MICHIGAN CIVIL SERVICE COMMISSION

JOB SPECIFICATION

STATE PROPERTIES SECURITY OFFICER

JOB DESCRIPTION

Employees in this job provide armed security coverage for state properties, including the State Capitol. As uniformed civilian members of the Michigan State Police, employees are authorized to exercise arrest powers on state properties while on duty and in uniform.

Position Code Title - State Prop Security Ofr-E

State Properties Security Officer 7

This is the entry level. The employee performs a range of State Property Security Officer assignments while learning the methods of the work.

State Properties Security Officer E8

This is the experienced level. The employee performs a full range of State Property Security Officer assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - State Prop Security Ofr-A

State Properties Security Officer 9

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level State Properties Security Officers; or as a senior worker performing the most complex assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

As an armed security officer, protects state buildings, the Governor's residence, installations, and contiguous areas against criminal activity, including trespass, theft, or vandalism.

Patrols state buildings and grounds on foot, in a patrol vehicle, or by bicycle; checks doors, windows, locks, and lights; locks and unlocks buildings. Controls access to state buildings by verifying the identity of persons entering or exiting in accordance with applicable requirements.

Provides assistance to state employees and visitors, such as providing directions, jump-starting vehicles, or rendering first aid in cases of injury or illness.

Investigates complaints and alleged crimes committed on state property; gathers information and prepares reports; refers cases for further investigation, as necessary.

Provides armed escort service to protect persons or property during movement between buildings.

Arrests individuals suspected of committing misdemeanor or felony crimes on state property; takes physical custody of suspects, subduing or restraining them if necessary; conducts searches; advises arrested persons of their constitutional rights and explains reason for arrest; transports them to post or jail; or transfers to the custody of a police officer.

Dispatches State Properties Security Officers to emergency and non-emergency requests for service at state facilities.

Provides security for dignitaries visiting state facilities.

Enforces state laws and administrative rules at state facilities.

Provides information to and coordinates with law enforcement and security entities associated with the Lansing Capitol Complex.

Monitors closed-circuit television (CCTV) and surveillance systems to detect and prevent criminal activity at state facilities.

Assists the House and Senate Sergeant at Arms.

Operates weapons detection systems implemented for use at the State Capitol, including hand-held metal detectors and security x-ray machines.

Conducts secondary searches on persons and property entering state buildings.

Maintains radio contact with State Police Capitol Post and shift supervisor.

Participates in crowd control activities during demonstrations at the State Capitol.

Appears in court as necessary to testify and provide evidence.

Prepares activity reports and other periodic and special reports.

Performs related work and other tasks as assigned.

Additional Job Duties

State Properties Security Officer 9 (Lead Worker)

Assigns work to lower-level State Properties Security Officers.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

State Properties Security Officer 9 (Senior Worker)

At the Governor's residence, provides for the safety of all members of the Governor's family and visitors in conjunction with State Police sworn personnel.

Regularly performs the most complex and difficult assignments in the work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of state laws, department official orders, rules and regulations related to the safety and security of persons and property.

Knowledge of departmental official orders, rules, regulations, and policies related to the work.

Knowledge of investigation and law enforcement methods, procedures, policies, and the laws governing and prescribing the powers and authorities of the position.

Knowledge of criminal justice procedures employed in the prosecution and adjudication of alleged law violators.

Knowledge of the methods and techniques for providing effective security coverage.

Knowledge of crowd control techniques.

Knowledge of self-defense techniques.

Knowledge of lifesaving and first aid methods and techniques.

Knowledge of standard operating procedures of various security, surveillance, and weapons detection systems.

Skill in the use of firearms.

Skill in the use of various safety equipment.

Ability to maintain composure and respond appropriately during stressful situations.

Ability to learn and apply written laws, rules, and regulations related to the work.

Ability to observe critically and make sound decisions.

Ability to provide effective testimony in court.

Ability to interview and interrogate suspects.

Ability to subdue and restrain individuals.

Ability to operate a motor vehicle.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

State Properties Security Officer 9 (Lead Worker)

Ability to train and over the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

State Properties Security Officer 9 (Senior Worker)

Ability to perform the most complex assignments.

Working Conditions

The employee is confined at one's workstation for extended periods.

Officers may be required to work any shift, on a rotating basis, any day of the week, and must be available for duty 24 hours a day.

Work frequently involves long periods of standing and walking.

Officers are required to carry a firearm on duty.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to be exposed to inclement weather conditions.

Physical Requirements

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of State Police.

The job duties require an employee to work under stressful conditions.

Education

Education typically acquired through completion of high school.

Experience

State Properties Security Officer 7

No specific type or amount is required.

State Properties Security Officer E8

One year of experience equivalent to a State Properties Security Officer.

State Properties Security Officer 9

Two years of experience equivalent to a State Properties Security Officer, including one year equivalent to a State Properties Security Officer E8.

Alternate Education and Experience

State Properties Security Officer E8

One year as a law enforcement officer and current MCOLES certification may be substituted for the experience requirement.

State Properties Security Officer 9

Two years as a law enforcement officer and current MCOLES certification may be substituted for the experience requirement.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.

Willingness to submit to a thorough background investigation designed to measure the applicant's suitability to work as a state properties security officer.

Must be at least 18 years of age.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description
PROPSCOFR	STATE PROPERTIES SECURITY OFFICER

Position Title	Position Code	Pay Schedule
State Prop Security Ofr-E	PRSCOFRE	A02-049
State Prop Security Ofr-A	PRSCOFRA	A02-050

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