

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
SECURITY OFFICER SERIES

I. INTRODUCTION

A. Purpose and Use of This Classification Specification

This classification specification is the basic authority for making classification decisions relative to present and future positions performing security work in the protection of State owned or leased property; the safe guarding of State owned or leased buildings; and the enforcement of parking regulations on state owned or leased property.

B. Inclusions

This classification specification encompasses positions having responsibility for maintaining security and protecting property and persons at a state facility, or University of Wisconsin campus, or for enforcing parking regulations at such state facility or University of Wisconsin campus. Positions included in this classification specification focus on security but may perform some limited law enforcement duties when providing assistance to police officers or higher level law enforcement personnel. Positions having arrest powers, but that are primarily responsible for performing security and protection services, are also included within this classification specification. Positions described by this classification specification perform security duties by maintaining a watch and patrol of State owned or leased buildings and immediate grounds to protect against trespass, vandalism, fire, theft, property damage and other hazards; or enforce parking regulations at State owned or leased property or facilities.

C. Exclusions

Excluded from this series are the following types of positions:

- 1) Supervisory, managerial or confidential positions as defined in s. 111.81, Stats.;
- 2) Law enforcement positions whose principle responsibilities include enforcement of State laws, rules and regulations. Such positions have duties and responsibilities such that it requires certification as a law enforcement officer. Such positions are allocated to one of the law enforcement classification series such as Police Officer, State Patrol Trooper or Inspector, Conservation Warden, Excise Tax Agent or Special Agent.
- 3) All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Entrance into this series will be by competitive examination. Progression to the objective level will normally occur through reclassification. Progression beyond the objective level will normally occur through competition.

E. Terminology Used in this Classification Specification

Access Control (AC): is a term used to express how a building or room is secured and entrance and exit is controlled. Examples of complex access control include high-security key (non-duplicative), or proximity card access with biometric readers (such as a fingerprint). A proximity (prox) card is an identification card with an internal antenna/chip programmed with authorized access codes.

Biometric reader: A device in higher security areas, usually incorporated with a card reader, which will accept the required fingerprint in addition to the prox card, for access to the area.

Closed-circuit Television (CCTV): A digital video recording of selected areas by cameras strategically placed. These cameras will be capable of being live-monitored.

Complexity: Considers the nature, number, and variety of task inputs (information and materials received); the degree to which actions to be taken are pre-established or standardized; the nature, number and variety of steps, methods, or processes needed to complete each task; and the number and variety of tasks needed to accomplish each goal.

Digital Video Recorder (DVR): These units record all activity monitored by a video camera and can be reviewed as needed.

Leadworker: An employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned and documented on the work unit's organization chart. Lead workers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Proximity (prox) card: A plastic card used for identification and access. The cards have an internal antenna/chip programmed to allow access to approved areas.

Request to Exit (REX): A Request to Exit device may be a motion sensor or a push bar. This supervised input device is on the interior of an access-controlled room, and shunts the alarm so that people may exit.

Request to Exit (REX) reader: In higher security areas, personnel will have to display their prox cards to a reader to record their egress from the areas.

Vid-Mon: Digital software that communicates with access control systems (e.g. Andover's Continuum) to allow for video to accompany alarm inputs.

II. DEFINITIONS AND REPRESENTATIVE POSITIONS

SECURITY OFFICER 1

This is entry or objective level security and protection work. Positions at the objective level are primarily responsible for maintaining watch at an assigned station. In this regard employees at the objective level secure building entrances and windows, record arrivals and departures from buildings,

check equipment for proper operation, report from a given station at regular intervals, and report irregularities and unusual circumstances to superiors. Minimal patrol of buildings and immediate grounds within well defined check points may also be performed. Positions at the entry level perform work as described at the Security Officer 2 or higher level but in a training capacity under close supervision.

SECURITY OFFICER 2

This is entry or objective level security and protection or parking enforcement work. Positions at the objective level are (1) primarily responsible for making limited patrols of assigned buildings and grounds to guard against trespass, vandalism, fire, theft and property damage, and reporting incidents or violations to appropriate authorities; OR (2) enforcing parking regulations at a state owned or leased property. Work is performed under general supervision. Positions at the entry level perform work as described at the Security Officer 3 or higher level but in a training capacity under close to limited supervision.

Representative Positions:

DOC Security Officer – Ethan Allen School: Under the general supervision of the Buildings and Grounds Superintendent, this position is primarily responsible for performing security and protection services. This position performs security duties by maintaining a watch and patrol of Ethan Allen School (18 buildings and 72 acres) and as needed at Southern Oaks Girls School (4 buildings and 2.5 acres) grounds to protect against trespass, vandalism, fire, theft, property damage and other hazards; and enforce parking regulations at EAS and SOGS.

General Security: Under general supervision position is responsible for the security of the general library or residence halls at the University of Wisconsin - Madison campus. This work involves patrolling assigned buildings to ensure all doors are properly locked and secure; taking necessary steps to insure that property is safe from fire, theft and vandalism; providing varied assistance to staff and visitors; and providing security support services to library or residence halls staff. May perform parking enforcement.

Parking Enforcement: Under general supervision, this position is responsible for enforcement of parking regulations in a parking system where parking rules and policies are prescribed and enforcement does not require extensive decision-making and interpretation. This work involves patrolling, by motor vehicle or foot, parking areas containing metered or rented spaces; issuing parking citations for violations; coordinating removal of vehicles parked illegally; performing other work related to the parking program to include such items as collection of meter monies, field repair and maintenance of parking control equipment, positioning barricades for traffic control; and performing backup dispatch duties.

SECURITY OFFICER 3

This is objective or lead level security and protection or parking enforcement work. Positions at the objective level are (1) responsible for providing extended general security and protection services at a state facility or University of Wisconsin campus where the majority of time is allocated to the physical security of persons and property involving extensive patrolling of all buildings and grounds; may perform limited (less than a majority of time) enforcement activities such as those pertaining to parking regulations, traffic rules and regulations at the facility and investigating complaints resulting from traffic incidents or possible law violations; OR (2) acting as a transportation field resource and liaison regarding a range of transportation programs, where parking enforcement involves the administration of rules and policies that are complex and varied as characterized by the volume and variety of users and types of

vehicles (e.g. bicycles, mopeds, motorcycles, buses), frequency of customer interactions, congestion and traffic conflicts, and administration of complex parking rules meant to accommodate high demand for limited space. Solutions to parking problems require the consideration of multiple issues such as adjoining and overlapping borders with other enforcement agencies, collaboration with independent local, national, and other stakeholders, evaluating multiple competing needs, and a constantly changing population.

Positions may function as a leadworker over permanently assigned positions which are identified at the objective Security Officer 2 level performing general security work or parking enforcement work.

Representative Positions:

General Security: Under general supervision this position is responsible for providing security and protection of all University buildings, grounds and equipment from loss or damage; providing emergency assistance as needed; observing and reporting any situation that could cause injury or loss to the University, its faculty, staff or students; and ensuring that the rules and laws applicable to the campus are effectively enforced by directing compliance, issuing warnings/citations, and reporting violations to the appropriate authorities as necessary.

Transportation Field Resource/Parking Enforcement: Under general supervision these positions are responsible for acting as a resource and liaison for a range of transportation programs, including enforcement of parking regulations in a parking system where rules and policies are complex and enforcement requires extensive decision-making and interpretation. This work involves patrolling, by motor vehicle or foot, parking areas containing metered or rented spaces; issuing parking citations for violations; coordinating removal of vehicles parked illegally; performing other work related to the parking program to include such items as collection of meter monies, field repair and maintenance of parking control equipment, positioning barricades for traffic control; and performing backup dispatch duties.

Parking Enforcement-Lead: Under general supervision this position is responsible for leadworking one or more permanently assigned Security Officer 2's which perform parking enforcement work a majority of the time as described at the Security Officer 2-Parking Enforcement level. Assigns, instructs and reviews work of subordinate staff.

SECURITY OFFICER 4

This is objective or lead level security and protection work. Positions at the objective level are (1) responsible for providing security and protection services at a mental health facility through the enforcement of various federal, state and local laws including patrolling buildings and grounds to protect patients or to apprehending unauthorized absence or escaped patients. In addition, positions at the objective level transport newly admitted patients to treatment units and perform *limited* law enforcement functions to include detaining and arresting individuals in violation of state law; (2) Responsible for providing security and protection services on a University of Wisconsin campus as described at the Security Officer 3 Objective level and in addition are responsible for patrolling with Police Officers in higher crime areas or areas of heightened concern; providing high level access control/building monitoring; troubleshooting problems with very complex access control systems and responding to intrusions; conducting special security surveys; responding to emergency calls and issues; and working with Emergency Management staff to facilitate the completion of Occupant Emergency Plans (OEP);

OR (3) Responsible for providing safety, security, fire and medical first response services that affect the safety or security of the members, staff, guests and physical property of the Wisconsin Veterans Homes.

Positions may function as a leadworker over permanently assigned positions which are identified at the objective Security Officer 3 level who in turn perform general security work as identified at that level.

Representative Positions - Objective

Security Officer - Mendota Mental Health Institute: Under general supervision this position is responsible for providing security and protection services to the Mendota Mental Health Institute through enforcement of various federal, state and local laws and Institute policies and procedures; performing investigative duties; and providing emergency and other services for various areas on the Institute on weekends and holidays.

Security Officer – University of Wisconsin-Madison: Under general supervision these positions are responsible for providing dedicated protection and security to all University properties and personnel, as well as the general public visiting campus or attending campus events. Positions ensure the rules and laws applicable to the campus are effectively enforced by directing compliance, issuing warnings, and reporting violations to the appropriate authorities; patrol all University buildings and grounds, both by foot and by vehicle, alone and also partner and work directly with Police Officers in providing security and responding to calls; work with Police Officers in higher crime areas, or areas of heightened concern. Positions provide high level access control/building monitoring, and troubleshoot problems with very complex access control systems (e.g. biometric reader, CCTV, DVR, REX devices, etc.); respond to intrusions or access events in restricted areas. They serve as first responders at incidents; assist with initial entry, assessment and evacuation of building occupants, as well as holding both inner and outer perimeters during extensive responses; work in coordination with the local Police Department for buildings off campus; and work with Emergency Management staff to facilitate the completion of the Occupant Emergency Plans (OEP) for facilities on campus.

Security Officer - Department of Veterans Affairs: Under the general supervision of the Safety/Security and Transportation Supervisor, this position is responsible for providing safety, security, fire and medical first response services that affect the safety or security of the members, staff, guests and physical property of the Wisconsin Veterans Home at King (WVH). Each position also has responsibility in a specific area of emphasis or specialty as follows: staff training and certification; dispatch and budget information; hazardous materials training; fire/safety committee clerk; life safety code inspections; member records and information; and special equipment/wandering member information.

Representative Positions - Lead

Lead Security Officer – UW Stevens Point: Under general supervision, this leadwork position is responsible for planning, assigning and guiding the work of Security Officer 3's on a shift. In addition the position provides security by patrolling campus by automobile and foot, checking the interior and exterior of buildings to ensure entrances are secure and access is by authorized individuals only; investigates and reports incidents by conducting initial investigation, obtaining statements and filing reports; and maintains liaison with local law enforcement agencies.

Lead Security Officer – Department of Veterans Affairs: Under the general supervision of the Safety/Security and Transportation Supervisor, this position is responsible for providing safety, security, fire and medical first response services that affect the safety or security of the members, staff, guests and

the physical property of the Wisconsin Veterans Home at King (WVH). This position may also have responsibility in one or more specific areas of emphasis or specialty as follows: staff training and certification; dispatch and budget information; hazardous materials training; fire/safety committee clerk; life safety code inspections; member records and information; and special equipment/wandering member information. Additionally, this position has lead worker level responsibilities and should be familiar with all the duties of the WVH Security Officer 3 positions.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training work or other life experiences which would provide reasonable assurances that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Some positions may require certification in firearms.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 10, 1984 and was announced in Bulletin CC-23 as part of the Enforcement and Regulation Compliance Personnel Management Survey. The classification was modified effective October 16, 1994 and announced in Bulletin CC/SC-31 to incorporate the parking enforcement function into the series and abolish the Parking Attendant and Lead and the Parking Assistant classifications. The format was updated in June of 1995. This classification was modified on August 28, 2011, and announced in Bulletin OSER-0283-MRS/SC to update the specification related to positions at the University of Wisconsin campuses, to remove the Department of Public Instruction representative position at the 1 level, and to add representative positions for the Department of Corrections at the 2 level and Veterans Affairs at the 4 level.

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