

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

AIR BASE SECURITY OFFICER

DEFINITION

Performs law enforcement, security work and armed patrols to insure the protection of all persons, buildings, facilities and equipment on an Air National Guard base; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Provides security for priority resources, personnel, and base property in accordance with Air Force instructions, Air National Guard instructions, base instructions, and Iowa State statutes in order to protect persons and property from willful or accidental injury or damage; detects and detains persons for violations of criminal laws and base traffic laws.

Patrols air base in vehicle and on foot; stops at designated locations, inspects facilities, aircraft, buildings and equipment to assure that all are secured properly in accordance with base regulations; responds to the scene of hazardous material mishaps for the purpose of evacuation, site containment and rendering aid; responds to scenes of crimes, accidents and other disturbances; may detain violators and arrange for the appropriate care of injured persons.

Responds to calls for assistance in burglaries, robberies, thefts, criminal trespass, assaults, criminal mischief, medical emergencies, vehicle and traffic accidents and violations, and fires; conducts initial investigations of incidents to preserve and gather evidence, interview witnesses, complaints and suspects; verbally reports results of investigation to supervisor.

Inspects all boilers and boiler gauges to assure that all are functioning properly; notifies proper base personnel in case of serious maintenance problems.

Controls entry to base at all times by keeping the gates locked/secured when required and by "logging in" authorized personnel; screens vehicles and persons entering the base by checking ID card and base decals to limit access to persons with legitimate purpose; orders unauthorized visitors to leave; gives directions and issues temporary parking passes to persons approved to enter the base; logs all delivery and visitors on the daily log sheet; controls entry and exit to the flight line by use of line badges and/or other required means; conducts searches of vehicles randomly and during increased Force Protection Conditions as directed by the installation and security commanders; controls the movement and activities of crowds at base open house, air shows and other events; breaks up fights and altercations.

Provides security support to dignitaries such as high elected officials, foreign VIPs and high ranking government officials; assists various federal and local law enforcement agencies with security support.

Prepares a variety of written reports regarding environmental health and safety issues, security activities and incidents and maintains daily logs documenting such activities.

Monitors alarm panels, fire, security alarms, security cameras, and notifies the patrol to respond to all alarms when received; uses codes to allow authorized entry to specified alarmed structures and reports all discrepancies of the alarm system; directs the evacuation of buildings during fires, fire drills, bomb threats and other emergency situations.

Performs inspections and operator maintenance on all assigned vehicles and equipment; ensures that all vehicles are cleaned inside and out on a regular basis.

Cleans floors in buildings, mows grass, shovels snow, hauls trash and performs other custodial duties in the respective work areas as required.

COMPETENCIES REQUIRED

Knowledge of applicable State of Iowa statutes, Department of Defense instructions, Anti-Terrorism Force Protection procedures, civil defense initiatives and Security Procedures and Policies.

Knowledge of the U.S. Air Force Use of Force Continuum, self-defense and physical restraint techniques.

Knowledge of law enforcement and/or military practices and procedures.

Knowledge of first aid and CPR.

Ability to acquire a knowledge of the basic functions of boilers, generators, heating and air conditioning units, and to read gauges of same.

Ability to become proficient in the use of firearms and other non-lethal use of force weapons including self-defense tactics and maneuvers (such as 9 MM caliber pistol, M-16 rifle, 12 gauge shotgun, pepper spray, and various impact weapons).

Ability to operate a variety of equipment used in security, such as vehicles, radios and other equipment.

Ability to acquire a basic knowledge of the use of fire extinguishers and firefighting equipment.

Ability to physically withstand outside work during unfavorable and/or hazardous weather conditions for extended periods of time.

Ability to exercise good judgment in initiating appropriate action in case of fires, emergencies, severe weather and disasters.

Ability to work independently in performing the required duties.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

High school graduation or G.E.D., and experience equal to two years of full-time work as a military police officer, military security guard performing law enforcement or security duties on a military installation, or civilian law enforcement or security work;

OR

high school graduation or G.E.D., successful completion of an active duty military security police technical school and six months of drill status Unit Training Assembly (UTA) participation.

NECESSARY SPECIAL REQUIREMENTS

Applicants must be able to obtain, or be in possession of, appropriate security clearance and a military and state driver's license. Must be qualified or be capable of becoming qualified to bear firearms in accordance with military directives and must be able to meet employer designated physical requirements within six months after becoming employed, verified through a physical examination.

Successful applicants for Air Base Security Officer positions must pass a thorough background investigation conducted by the Department of Public Defense and are subject to post-employment training and conduct in accordance with U.S. Department of Defense, U.S. Air Force, and Air National Guard security standards.

Successful applicants must complete a comprehensive, one-year training program in which they are trained to be responsible for the protection of persons and property and the general maintenance of peace, order and security in the facility. Successful applicants must pass all weapons training requirements. Successful applicants must become certified in CPR by the American Heart Association and as a First Responder by OSHA within the one year training program.

Effective Date: 5/02 BK