

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## SECURITY GUARD 3

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### DEFINITION

Performs preliminary investigations of resident abuse; safeguards state property and maintains the security of state institution buildings or other installations; 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

Responds to report of injury; initiates preliminary investigation by securing evidence, obtaining statements from witnesses, and, if possible, residents.

Assists institution investigator for completion of preliminary abuse incident reports.

Conducts complete investigation in matters pertaining to serious injuries of residents, theft, drugs/alcohol, vandalism, vehicle accidents, homicides/deaths, assault.

Conducts traffic checks; issues summons for speeding, reckless driving, and illegal parking.

Performs ordinary security functions such as insuring all doors and gates are locked, admitting only authorized vehicles or persons to assigned areas, checks for unusual occurrences such as fire hazards, water line breaks which may lead to loss of property or damage.

Enforces institutional rules of behavior on the grounds; furnishes information by assisting and directing visitors.

Prepares shift reports covering investigative and security guard activities.

### COMPETENCIES REQUIRED

Knowledge of general police policies and procedures.

Knowledge of investigatory methods and techniques such as interviewing, fact-finding, surveillance and undercover work, and their application to work problems.

Knowledge of and familiarity with problems which arise in safeguarding buildings and grounds, and the procedures used in dealing with them.

Knowledge of Federal, State, and local institution rules, policies, and procedures as they related to the sector of responsibility.

Ability to testify at hearings, arbitration, and courts of investigatory findings.

Ability to conduct accurate preliminary investigations involving resident abuse and injuries.

Ability to secure, label, and store evidence.

Ability to do personal witness interviews, record and transcribe statements and information.

Ability to use interviewing techniques and skills effectively.

Ability to maintain records of all security enforcement activities.

Ability to work irregular shifts (night/days) and under adverse weather conditions.

Ability to use force as necessary in the line of duty.

Ability to compile and summarize data and to bring investigations to a closure.

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**

Experience equal to five years of full-time work in law enforcement or security work, two years of which involved experience in investigation;

OR

an equivalent combination of education and experience, substituting thirty semester hours of post high school education in law enforcement for each year of general law enforcement or security work; no substitution for two years investigation work;

OR

employees with current continuous experience in the state executive branch that includes experience equal to three years of full-time experience involving investigations.

#### **NOTE:**

All positions in this job class require applicants to obtain the required Commercial Drivers License class B with a passenger and air brakes unrestricted endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: \_\_\_\_\_ 9/01 \_\_\_\_\_ GR