YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Security Supervisor

<table>
<thead>
<tr>
<th>BAND:</th>
<th>GRADE:</th>
<th>SUBGRADE:</th>
<th>CLASS CODE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>2</td>
<td>5</td>
<td>4291</td>
</tr>
</tbody>
</table>

DEPARTMENT: Security
ACCOUNTABLE TO: Sheriff’s Office
OVERTIME STATUS: Non-Exempt

JOB SUMMARY:
Incumbent is responsible for supervision of security staff and activities; developing and implementing operating policies and procedures; and conducting facility and safety audits and inspections.

DISTINGUISHING CHARACTERISTICS:
The Security Supervisor classification is the second level of a two level security classification series. The Security Supervisor classification is distinguished from the Security Officer classification by responsibility for supervision and development of operational policies and procedures.

<table>
<thead>
<tr>
<th>DUTY NO.</th>
<th>ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)</th>
<th>BAND/GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supervises and coordinates activities of security staff which includes: scheduling, assigning, reviewing and evaluating the work of Security Officers</td>
<td>B2/B3</td>
</tr>
<tr>
<td>2.</td>
<td>Recruits and trains staff; conducts staff meetings; and provides direction and instruction to Security Officers.</td>
<td>B2</td>
</tr>
<tr>
<td>4.</td>
<td>Develops written operational and daily activity policies and procedures.</td>
<td>B2</td>
</tr>
<tr>
<td>5.</td>
<td>Determines when a threat to County employees exists. Controls, detains and arrests individuals using the appropriate amount of force necessary to diffuse volatile or potentially volatile situations.</td>
<td>B2</td>
</tr>
<tr>
<td>6.</td>
<td>Provides security information, consultation and training to officials and employees.</td>
<td>B2</td>
</tr>
<tr>
<td>7.</td>
<td>Provides research, reports and recommendations to the Director regarding security plans and their implementation.</td>
<td>B2</td>
</tr>
<tr>
<td>8.</td>
<td>Performs other duties as required.</td>
<td>B2</td>
</tr>
</tbody>
</table>

Knowledge of: (position requirements at entry):
Knowledge of:
- Theories, practices and principles of supervision;
- Basic report writing methods;
- Justice system and court practices and procedures;
- Defense and personal safety tactics;
- State and local laws pertaining to law enforcement and facility security; and
- Customer service techniques.
**CLASS TITLE: Security Supervisor**

**Skills** (position requirements at entry):
- Using computers and related software applications and operating basic office equipment;
- Using security equipment such as firearms, batons, metal detectors, radios, handcuffs, defense spray, flashlights, laminators and cameras;
- Supervising, training and evaluating employees;
- Conducting meetings, facility security audits and inspections;
- Completing reports;
- Recognizing and evaluating security risks;
- Providing information to and interacting with County officials and employees;
- Using and determining appropriate levels of force in detaining and arresting individuals and defusing volatile situations;
- Working in a team and coordinating with other agencies and County departments;
- Developing procedural recommendations;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to give and receive work direction.

**Training and Experience** (position requirements at entry):
High School Diploma or General Equivalency Diploma (G.E.D.) and three years law enforcement, corrections or security officer experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

**Licensing Requirements** (position requirements at entry):
Basic Law Enforcement Academy Certification Training from the Washington State Criminal Justice Training Center.

**Physical Requirements:**
Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, teaching, standing, mobility, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subject to travel, exposure to hazardous physical conditions, and exposure to potentially violent or hostile individuals.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Classification History:**
Draft prepared by Fox Lawson & Associates LLC
Date: 5/98
New Class: 1/1/99
Revised: 02/26/09