



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: SPECIAL SERVICES OFFICER I - IV

DEFINITION: Under supervision, performs guard or patrol work on specified shifts to protect public property and/or oversees the work and conduct of persons held in police detention facilities.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Performs routine guard work at a desk or in buildings or areas which are either secured or where the frequency of public contact is practically nil - OR - performs various duties in the Police Department including the supervision of Trustees on outside work details.
- Grade Level II - Performs responsible patrol work occasionally requiring quick, independent decisions and where there is frequent public contact.
- Grade Level III - Participates in the work of and serves as shift lead person over subordinates - OR - oversees the work and conduct of persons detained in custody.
- Grade Level IV - Heads a bureau or departmental unit of security personnel - OR - supervises subordinates engaged in overseeing the work and conduct of persons detained in custody.

EXAMPLES OF DUTIES:

- Patrols or guards assigned areas in any one of several City departments on specified shifts;
- Safeguards City facilities;
- Regulates pedestrian, vehicular or marine traffic;
- Enforces rules, regulations and laws;
- Issues warnings, citations or notices of violation;
- Investigates and may apprehend and detain persons suspected of illegal activity;
- Observes and corrects safety hazards;
- Assists outside agencies by reporting incidents or crimes under the agency's jurisdiction;
- Assists the public by advising and by providing information or services as needed;
- Maintains activity logs and records;
- Prepares legible, accurate and complete crime or incident reports;
- May impound privately owned vehicles;
- May perform as dispatcher using radio or telephone;
- May operate a central monitoring console, switchboard or related equipment;

SPECIAL SERVICES OFFICER I – IV (continued)

- May assist in spotting ships at designated wharf locations;
- May guard, direct and/or supervise the activities of persons held in police detention facilities or in transport;
- May operate a vehicle or power-driven boat;
- May enforce boating rules, regulations and laws on inland waterways;
- May screen passengers and baggage at the Municipal Airport;
- May be required to pass a weapons training course of instruction and to be armed;
- May schedule, assign, train, and evaluate subordinate personnel;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Recent experience in the maintenance of the physical security of premises in a public environment and the enforcement of regulations, or the guarding and supervision of persons held in police detention facilities;

A valid California motor vehicle operator license;

For promotion to Grade Level II position - completion of the probationary period, satisfactory completion of California Penal Section 832 course of instruction, and recommendation by immediate supervisor. (Promotion cannot be granted in positions permanently allocated to Grade Level I, above statement notwithstanding).

HISTORY:

Revised from Classification Specification dated 09/01/70

Grade Level IV established 07/01/79

Revised Classification Specification dated 04/03/81.

Title Changed to Special Services Officers 02/28/2007

Approval/Adoption Dates: Human Resources - 02/28/2007
Civil Service – 03/09/2007