

6109 SHERIFF'S SPECIAL OFFICER I

6112 SHERIFF'S SPECIAL OFFICER II

DEFINITION

Under general supervision, to patrol and provide security for properties against theft and illegal entry; to enforce laws, ordinances, rules and regulations at a County or special district facility, John Wayne Airport, or in County jail facilities; to perform special duty assignments; and to do other work as required.

CLASS CHARACTERISTICS

Special Officer I is the entry, training and learning level of the Special Officer series. Special Officer II is the fully experienced working level in which incumbents have a thorough familiarity with most major duty assignments and are proficient in resolving various problems associated with each assignment. A Special Officer I may work closely with a Special Officer II in each assignment until the appropriate level of knowledge and proficiency is reached.

A Sheriff's Special Officer of either level may be assigned to the more routine duties in County Jail facilities, and fixed post or patrol assignment at various County facilities, including John Wayne Airport. Jail assignments are normally performed under direction of a Deputy Sheriff and usually within the confines of a secure area. Incumbents provide for the security of persons and property, detect violations of County, city, State and federal laws and ordinances, issue citations for vehicle code and selected County ordinance violations, and detain violators. Incumbents have access to assistance and supervisory direction in person or via radio and telephone, and are governed by written departmental policy. Spontaneous interpretations, problem-solving and decision making are required.

EXAMPLES OF DUTIES

1. Patrols an assigned area on foot or in a vehicle; checks for crime, suspicious circumstances, hazardous conditions and the security of buildings and restricted areas; detects violations of city, County and State ordinances, regulations and laws; issues warnings and citations and detains violators; contacts law enforcement personnel of appropriate jurisdiction for arrest and transport of violators; responds to and reports emergencies; obtains assistance, controls crowds, directs traffic, protects life and property, administers first aid.
2. Answers questions from and directs visitors and staff of facility guarded; indicates the location of various facilities and gives general information about them; checks all persons entering or leaving property after regular operating hours; maintains records of activities and incidents; makes oral and written reports; testifies in court regarding incidents, reports and records.
3. Normally under the direction of a Deputy Sheriff and working within the confines of a secure area, directs the movement of prisoners within a jail facility, including housing modules, and keeps appropriate records such as prisoner counts; escorts prisoners to various locations within jails; observes and directs activities during prisoner visits; supervises inmate workers in work assignments; enforces Jail rules and prepares written reports concerning violations.

MINIMUM QUALIFICATIONS

Special Requirements, both classes:

-No prior felony conviction.

-United States citizenship, or qualification under California Government Code Section 1031.5.

-At least 20 years of age on date of appointment.

-Passage of a comprehensive background investigation, physical agility test and medical examination to the satisfaction of the Sheriff-Coroner Department in accordance with California Government Code Section 1031.

-Visual acuity of 20/80 without correction, correctable to total acuity of 20/20.

-Successful completion of mandated training (laws of arrest, firearms, search and seizure) including a Corrections Officer Basic training Course, as a condition of passing probation.

-Successful completion of mandated training (Penal Code Section 832.1, Airport Security) within 90 days of being assigned to the Airport.

License required: possession of a valid California Driver License, Class 3 or higher, by date of appointment; possession of a Restricted Radio Telephone Operator's Permit may be required within a specified time period after either appointment or assignment to an Airport position.

Education: graduation from high school or attainment of a satisfactory score on a G.E.D. test or passage of the California High School Proficiency Test, by date of appointment.

Required Knowledge and Level	Special Officer I	Special Officer II
Law enforcement functions and responsibilities in an Urban community.	Some	Some
Laws and procedures pertaining to detention and arrest	Some	General
First aid principles	Some	General
Security patrol procedures		Thorough
Use and care of police firearms, vehicles and communications equipment		Thorough
Legal requirements for incarceration	Some	Some
Custody and control of prisoners in jail		Thorough

Required Ability and Level (L=learning; FP=full proficiency)

Read, write and speak fluent English	FP	FP
Add, subtract, multiply and divide whole numbers of up to four digits including simple decimals and fractions	FP	FP
Accurately remember and describe facts and events	FP	FP
Follow explicit moderately complex oral and written directions	FP	FP
Establish rapport with members of the general public and obtain their compliance with directives	L	FP

Determine and expedite appropriate action in response to Emergency situations	L	FP
Interpret and apply moderately complex laws, rules and regulations	L	FP
Use a sidearm in performance of Special Officer duties, in accordance with specific policies	L	FP
Operate a mobile two-way police radio transceiver in accordance with established procedures	L	FP
Prepare detailed and accurate reports on observed facts and incidents, in accordance with established procedures	L	FP
Skillfully and safely operate manual and electronic jail Security Systems	L	FP

Experience/Education

Sheriffs Special Officer II

Two years of experience as a Sheriffs Special Officer I or equivalent experience with the County of Orange, or three years of equivalent experience with another agency. (Equivalent experience may include responsible security patrol with authority to enforce laws and regulations and detain or restrain suspects and violators, or general law enforcement experience in the capacity of a peace officer as defined by the California Government Code.)

College level education or training that is directly related to the required knowledges, abilities and experience may be substituted for up to one year of non - County of Orange experience on the basis of two semester units for one month of experience or one hour of training for one hour of experience.

Experience in the Orange County class of Correctional Services Technician (CST) may be substituted for up to one year of the required experience on the basis of two months of CST experience for each month of required experience lacking.

MHH:sj

11/9/99