

Principal Security Officer (3200)  
Task List

**Security**

1. Reads and/or reviews summaries of data such as routine reports from subordinates on matters such as work schedules and patrol reports or summaries of logs and records kept at various security posts prepared by Senior Security Officers in order to be informed about Section or Division activities.
2. Reads reports from Senior Security Officers about unusual incidents, complaints, or situations needing special attention in order to be informed, consider necessary action, and forward information to Department management and to other interested parties.
3. Plans or assists security command in planning security coverage for City or Department facilities by considering factors such as the areas in which the facilities are located, types of facilities, public access and/or use, kind of crimes or damage most likely to be encountered at a particular facility, hours of operation, and traffic flow, special events, lighting, and alarm systems to ensure public safety.
4. Oversees security service in different areas, at various facilities, and/or various shifts (e.g., approving work schedules and patrol schedules and/or routes) in order to provide security coverage.
5. Investigates complaints filed by persons such as members of the public, City Council Members, Department management, and City employees, using established procedures (e.g., interviewing witnesses, gathering evidence, taking statements) in order to draft a report on the resolution of the complaint for the security command to transmit to the complainant.
6. Takes appropriate action to correct problems and/or responds to emergencies by means such as rearranging patrol areas, schedules, or work assignments; reporting unsafe conditions; coordinating building operations, arranging for special training; or requesting overtime in order to protect City and Department personnel and property.
7. Evaluates reports from subordinate supervisors in order to disclose to Department management and/or other agencies on patterns of unsafe or abnormal conditions such as trip or falling hazards, materials stored where they obstruct traffic or visibility, or frequent presence of unauthorized vehicles on City or Department property.
8. Consults with law enforcement agencies about patterns of problems requiring their attention such as repeated vandalism, undesirable persons frequently loitering near

City or Department property, and frequent incidents of illegal activity observed by subordinates near City or Department property.

9. Coordinates work of security staff with other City and/or Department personnel by consulting staff of other Divisions or Departments about matters such as work schedules, persons authorized to be on property out of normal working hours, and need for additional security personnel for special events.
10. Visits Senior Security Officers and Security Officers at field sites in order to observe conditions first hand and to provide guidance in difficult situations.
11. Oversees or assists in overseeing the response to emergencies and major crimes (e.g., serious accidents, unusual occurrences, an organized break-in with valuable materials missing, loss of life or serious injury, earthquake) by making personal observations, taking over supervision of security staff, making statements to law enforcement staff and/or other interested parties, and requesting security staff to collect data for reports which will be required for analysis of the incident.
12. Supervises subordinates who carry firearms on duty by ensuring that they receive ongoing training, demonstrate proficiency at regular intervals, are supplied with authorized weapons, and that weapons are properly maintained in order to have weapons used and cared for in accordance with Department policies.

## **Administration**

13. Reads and/or reviews changes in procedures manuals and other Division and/or Department documents in order to make recommendations about security considerations and keep up to date on procedures.
14. Drafts suggested policies and procedures and/or revisions to policies and procedures affecting Security operations as assigned by security management.
15. Recommends changes in record keeping forms and procedures as needed for purposes such as getting required information more efficiently, making information more accessible, and/or making filing and/or other storage more efficient.
16. Uses computers and computer networks for record keeping and communication such as entering data in or retrieving data from established databases, sending information to other concerned Departments, planning schedules, and/or writing letters and memos.
17. Attends meetings with supervisors, Division and Department management, staff of other Departments, representatives of law enforcement agencies, and/or other interested parties in order to provide security input, plan for special events, and obtain and provide information.

18. Calculates number of personnel required to provide security for special events in order to calculate total cost of security services for the event.
19. Assists security management in preparation of Section or Division budget by collecting information, making recommendations such as increased staffing or acquisition of modern equipment, and evaluating priorities of various recommendations in order to provide budget recommendations to Department management.

## **Communication**

20. Discusses matters such as work assignments, schedules, and problems with Department management, supervisors, subordinates, and/or others for purposes of exchanging information and giving instructions.
21. Keeps informed of new types of security equipment and new hazards and work techniques by reading professional journals, attending meetings with security staff of other agencies, and/or similar activities in order to be aware of new techniques and equipment, and/or to recommend new techniques and/or equipment and/or training to subordinates.
22. Obtains information from sources such as subordinates' reports, personal observation, or personal investigation in order to prepare various reports (e.g., work accomplishments; recommendations for changes in security procedures; use of new equipment.)
23. Reviews standard forms completed by subordinates such as job reports, service records, and accident reports which are required by Department procedures in order to ensure completeness and accuracy.

## **Supervision**

24. Sets an example of professional behavior, positive attitude toward work and coworkers, and good job performance for subordinates and coworkers by actions such as maintaining a positive attitude toward Department goals, treating everyone with consideration, being sensitive to individual differences, arriving on time, having work ready when promised, and not complaining about unpleasant jobs.
25. Commends good work or performance in order to improve morale and to provide examples for others by such means as praising good work, giving public recognition of outstanding performance, or issuing notices of commendation (Form 79).
26. Holds regular meetings with senior staff to provide, transmit, and/or exchange information, discuss work assignments, and/or provide direction and guidance.

27. Complies with the City's Equal Employment Opportunity (EEO) policies in such matters as assigning work or helping employees prepare for promotion and sees that subordinates are informed about the City's EEO policies in order to help develop better acceptance and working relationships among various groups of employees.
28. Observes interaction of subordinates and informs them of City and department policies in order to prevent possible sexual harassment and/or expressions of racial, ethnic, or religious bigotry.
29. Approves requests for use of vacation and sick leave and changes work schedules as needed to complete jobs on time.
30. Identifies training needs and ensures that candidates are trained in safety procedures and requirements (e.g., observing patrol areas for generally unsafe conditions such as damaged electrical cords or equipment, trip and fall hazards, or stored materials stacked too high), emergency procedures and disaster response procedures (e.g., testing and using portable fire extinguishers, crowd control, traffic control, and evacuation techniques), emergency medical procedures (e.g., , cardiopulmonary resuscitation), securing a crime or accident scene to prevent injury to bystanders and to preserve evidence (e.g., requiring section safety meetings, circulating or posting printed materials) and requests or recommends special training for subordinates which will improve the quality of their work (e.g., improving knowledge of computers or classes given by the City in supervision)
31. Maintains subordinates' work records, evaluates their performance, and meets regularly with them to discuss their evaluations in order to improve productivity and to meet City requirements for regular evaluation of employee performance.
32. Discusses personnel activities and problems with Senior Security Officers, considers their recommendations, and makes reports on personnel matters to the next level of supervision, when required, in order to comply with good personnel practice and other requirements such as City and Department policies and regulations and memoranda of understanding.
33. Disciplines employees by following Departmental progressive disciplinary procedures including counseling, documenting steps taken, issuing "Notices to Correct Deficiencies," and recommending to security management that formal disciplinary procedures be initiated in order to maintain high standards for work and behavior of employees.
34. Receives grievances, meets with the grievant, and makes reports on these matters to the next level of supervision in order to comply with good personnel practice and other

requirements such as City and Department policies and regulations and memoranda of understanding.

35. Interviews prospective employees for positions supervised by the Principal Security Officer such as Senior Security Officer and Security Officer in order to evaluate their qualifications, experience in type of work desired, and other requirements for work in City Departments.

## **General**

36. Operates City vehicles (e.g., bicycle, car, helicopter, boat) in order to travel between job locations and perform job duties.