

CAPITOL COMPLEX SECURITY SUPERVISOR

KIND OF WORK

Professional supervisory work in the protective services field.

NATURE AND PURPOSE

An employee in this classification is responsible for supervising the department's full-time Capitol Complex Security Officers and act as a back-up supervisor for the Security Communications Systems Monitors in the absence of the SCSM supervisor. Supervisory responsibility includes: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, and adjustment of other employees' grievances on behalf of the employer. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises first, second, and third shift operations of Capitol Security to ensure that officers effectively perform their job duties to achieve a safe and secure environment on the Minnesota State Capitol Complex.

Exercises supervisory authority so that applicable labor agreements and plans are equitably administered and employees will effectively perform assigned job duties to achieve the objectives of the division.

Operates as a team lead for Capitol Security employees.

Develops, writes, and updates draft security policies and procedures to ensure staff are aware of their responsibilities.

Develops and provides training programs for the State Patrol Division (e.g. law, security methods, loss prevention, communications, and personal safety).

Makes recommendations to the Lieutenant and Captain on items that affect the budget such as equipment needs, training, and staffing.

Provides on-the-job and classroom trainings to Capitol Complex Security Officer to ensure

Capitol Complex Security Officers have been informed, trained, and equipped to comply with OSHA standards such as Right-to-Know and Blood Borne Pathogens.

Ensures Capitol Complex Security Officers and their equipment comply with emergency, fire, and safety rules.

Conducts investigations on accidents, fires, medical calls, misconduct and criminal activities (e.g. drug and alcohol abuse, terroristic threats, violation of no contact orders, disruption of the legislature, bomb threats, criminal damage to property, disorderly conduct, assaults, sexual assaults, suicide and suicide attempts, theft, and weapons violations).

Directs security officers during emergency situations (e.g. fires, bomb threats, medical and psychological crises, weather disasters, and building emergencies).

Acts as the supervisory contact for issues related to parking enforcement.

Manages and supervises the activities of the Communications System Monitors in the absence of the Lieutenant.

In the absence of the District Captain and Lieutenant this position will assume the operational command role for the department until relieved by a higher authority.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Public safety and security policies, procedures, methods, and tools such as defensive tactics, Taser, chemical irritants, magnetometers, first aid, CPR, blood borne pathogens, citizen's arrest, defensive driving, traffic control, gangs, bomb threats, surveillance systems, report writing, and investigation.

Federal, State of Minnesota, and the City of St. Paul laws, ordinances, and rules that apply to protective services at the capitol complex.

Capitol complex buildings, grounds, security and fire detection and control systems.

Principals of effective public relations and customer service sufficient to interact with the public on the capitol complex grounds on a daily basis.

Skill in:

The mechanics and function of fire extinguishing systems in buildings and ramps, parking entrance gate systems, and HVAC systems sufficient to recognize malfunction and temporarily control system until repairs are made.

Written communication sufficient to write training manuals, reports, and modify emergency procedures and policies.

Ability to:

Apply conflict resolution techniques and deescalate potentially dangerous situations.

Establish and maintain effective relationships with administrators, legislators and the general public.

Interpret, explain and enforce laws, rules and regulations.

Restrain non-compliant subjects, maintain a stationary position for long periods of time (up to 8 hours) while carrying out job duties, ability to position self to move a significant degree over extended distances, negotiate stairs, ladders and walkways as they pertain to assigned duties, perform first aid including CPR, react quickly in emergency situations.

Motivate and accomplish work directing Security Officers.

Sufficiently write investigative reports to the lieutenant and captain.

Work in any weather conditions when responding to calls for service or emergencies occurring on the Capitol Complex such as fires, bomb threats, suspicious packages, severe weather, active shooter.

Est: 3/15

Rev:

T.C.:

Former Title(s):