



STATE OF COLORADO

CLASS SERIES DESCRIPTION July 1, 2005

AIR NATIONAL GUARD PATROL OFFICER

A9A1TX TO A9A3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Enforcement and Protective Services occupational group and describes physical security and law enforcement work for personnel and resources assigned or attached to the Air National Guard (ANG). The work involves detecting problems and violations, reporting incidents or events, and implementing corrective actions on threats to the safety of resources. Positions maintain law and order by enforcing federal laws, state statutes, Air Force and National Guard regulations, and the Uniform Code of Military Justice. The law enforcement authorities for positions in these classes are found in federal guidelines and are considered equivalent to peace officers as found in CRS 16-2.5-141 and may require P.O.S.T. Board certification.

NOTE: Agencies may use para-military rank for positions in these classes.

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ANG PATROL OFFICER I

A9A1TX

CONCEPT OF CLASS

This class describes the fully operational patrol officer. Positions in this level provide armed protection of aircraft, firearms, munitions, and other property or equipment. Positions maintain installation security and enforce laws by patrol and observation. The work includes responding to alarms and calls, detaining suspects, dispatching patrols, issuing citations, preparing reports and logs, and answering inquiries or calls. Positions interview witnesses and suspects, take statements, advise citizens of their rights, and collect and maintain evidence. Positions entering this class may

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receive orientation and training to the work but are expected to be fully operational within the initial probationary period.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. As an example, positions decide how to respond to suspicious or unlawful activities and when to request assistance.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study specific security incident information to determine what it means and how it fits together in order to get practical solutions in the form of judgments on whether violations have occurred or not. Guidelines in the form of regulations and security procedures exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions choose the appropriate security response based on the available options under certain security alert conditions.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. For example, positions detain suspects after apprehension for possible violations of the law.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ANG PATROL OFFICER II

A9A2XX

CONCEPT OF CLASS

This class describes the lead patrol officer. In addition to work described by the lower class in this series, positions in this class have work leader responsibility over other positions performing patrol work. This class differs from the ANG Patrol Officer I in the Line/Staff Authority factor only.

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FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. As an example, positions decide how to respond to suspicious activities and direct others in that response.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study specific security incident information to determine what it means and how it fits together in order to get practical solutions in the form of judgments on whether violations have occurred or not. Guidelines in the form of regulations and security procedures exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions choose the appropriate law enforcement or security response based on the available options under certain security alert conditions.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. For example, positions detain suspects after apprehension for possible violations of the law.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ANG PATROL OFFICER III

A9A3XX

CONCEPT OF CLASS

This class describes the first supervisor level. In addition to work described in lower classes in this series, positions in this level have responsibility for actions that may impact the pay, status, or

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tenure of other positions. This class differs from the ANG Patrol Officer II class in the Line/Staff authority factor only.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the patrol and security operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, positions decide the appropriate dispatching of personnel to respond to more than one suspicious activity or hostile event while at the same time determining the right amount of force necessary to counter the threat while preserving minimum resources.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study security incident reports and information to determine what it means and how it fits together in order to get practical solutions in the form of security alert options and the appropriate security responses. Guidelines in the form of regulations and security procedures/conditions/options exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions use judgment to assess the type of violation, the seriousness of it, and the appropriate neutralizing response.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. For example, positions detain suspects or direct their restraint or apprehension following suspicious activities.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. Positions must be in this series or at a comparable conceptual level in federal classes. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

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ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel & Administration web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/05 (TLE). Date and statute citation updated. Published as proposed 10/25/04.

Effective 7/1/02 (DLF). Reviewed as part of EPS Consolidation Study; only date and class history updated. Published as proposed 5/8/02.

Revised 7/1/01 (KKF). ANG Patrol Officer IV (A9A4) abolished as part of the annual elimination of vacant classes. Published as proposed 5/10/01.

Revised 4/30/97 (DLF). ANG Patrol Officer IV (A9A4XX) added to series. Published as proposed 3/21/97.

Revised 9/1/95 (DLF). ANG Patrol Officer III class (A9A3XX) added to series. Published as proposed 8/1/95.

Effective 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 5/20/93.

Created 11/1/90. ANG Patrol Officer (7315).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
ANG Patrol Officer I	Operational	Patterned	Restrain	Individual Contributor
ANG Patrol Officer II	Operational	Patterned	Restrain	Work Leader
ANG Patrol Officer III	Operational	Patterned	Restrain	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel & Administration