



STATE OF COLORADO  
CLASS SERIES DESCRIPTION  
JULY 2015

SAFETY SECURITY OFFICER

A4C1TX AND A4C3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses two levels in the Enforcement and Protective Services Occupational Group and describes security and limited enforcement work in detecting, preventing, and controlling security incidents at a state agency. The work includes the control and restraint of patients in mental health or hospital settings. By statute, C.R.S. 16-2.5-141, positions have peace officer status with specific authorities for individual agencies found in their supporting statutes or delegations made by appointing authorities and may require P.O.S.T. Board certification.

By agreement with local police jurisdictions, the work involves the following: exercising powers of custody and control, restraining citizens, detecting criminal activity, enforcing laws and regulations, investigating complaints and reports, responding to emergencies and requests for assistance, providing traffic control, writing appropriate citations and reports, and testifying in court proceedings. The work may also include presenting crime prevention or detection training, providing first aid, and providing security escort duty.

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SAFETY SECURITY OFFICER I

A4C1TX

CONCEPT OF CLASS

This class describes the fully-operational security officer level. Positions in this level provide security and enforcement by patrol and observation. Positions detect security violations and investigate reports and incidents to identify security violations or criminal activity. The majority of the work involves securing, controlling, or restraining resistive or combative patients or clients through the use of seclusion or restraints. Positions search for escapees and take patients into custody. Some positions may present educational materials and training to other staff.

FACTORS

Allocation must be based on meeting all of the three 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. For example, in responding for security assistance, positions decide how to restrain clients who are physically out of control. 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, choices are governed by the patients' mental state, physical surroundings, and the assistance available to secure combative patients.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study incident information to determine what it means and how it fits together in order to get practical solutions in the form of patient control. Guidelines in the form of agency policies, medical care standards, and combative or restraint techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which 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, when restraining patients, positions select the appropriate level of restraint, which ranges from verbal warnings to physical take-downs.

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.

## SAFETY SECURITY OFFICER III

A4C3XX

### CONCEPT OF CLASS

This class describes the supervisory level. Positions in this level supervise other security officers in providing safety and security to persons and property for the agency. Positions assign, direct, and evaluate the work of subordinates. This class differs from the Safety Security Officer I class in the Line/Staff Authority factor only.

process. This includes determining how the operation will be completed. For example, when responding to alerts, positions decide the severity of potential injury and direct appropriate intervention measures. 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 base choices on acceptable mental health restraint standards.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study incident information to determine what it means and how it fits together in order to get practical solutions in the form of patient control. Guidelines in the form of agency policies, medical care standards, and combative or restraint techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which 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, when restraining patients, positions select the appropriate level of restraint, which ranges from verbal warnings to physical take-downs.

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. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. 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.

**ENTRANCE REQUIREMENTS**

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel 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**

Updated and removed the purpose of contact 6.30.2015  
 Effective 7/1/05 (TLE). Date and statute citation updated.  
 Published as proposed 10/25/04  
 Effective 7/1/04 (TLE). Safety Security Officer III (A4C3) pay grade change.  
 Effective 7/1/00 (DLF). Safety Security Office II (A4C2) abolished in annual elimination of unused classes.  
 Published proposed 4/00.  
 Effective 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 5/20/93.  
 Created 7/1/87.

**SUMMARY OF FACTOR RATINGS**

Class Level	Decision Making	Complexity	Line/Staff Authority
Safety Security Officer I	Operational	Patterned	Indiv. Contributor
Safety Security Officer III	Operational	Patterned	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services