

Class Concept

This is general patrol and assistant shift supervisor work in protecting state property and enforcing applicable laws and ordinances. Employees make rounds of the buildings and grounds of a state office complex or state institution to protect and guard persons and property, and perform regularly assigned supervisory work in assisting and relieving a shift supervisor at least thirty percent of the time. Work involves regulating traffic and parking and includes issuing tickets and citations for violations of state law or institutional regulations. Duties may include the performance of a variety of protective services for other divisions/departments within the agency. Conducts preliminary investigations of complaints and notifies proper authorities as directed. Assists in training and guiding new officers. Work is performed under general supervision and reviewed through daily conferences and written reports.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of the standard safety, surveillance and security practices and equipment.
- Working knowledge of the law enforcement procedures utilized at the State facility to which assigned.
- Working knowledge of standard methods of reporting and handling emergencies such as disturbances and fires.
- Ability to deal courteously but firmly with the general public.
- Ability to act quickly and intelligently in emergency situations.
- Ability to follow oral and written instructions.
- Ability to express oneself clearly in writing and orally.

Minimum Education and Experience

High school or General Educational Development (GED) diploma; or an equivalent combination of education and experience.

Necessary Special Qualification

Commissioned as a Company Police under the applicable provisions of G. S. Chapter 74-E.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.