

DUTIES AND COMPENSATION OF THE CAPITOL POLICE

General Assembly of the Commonwealth of Pennsylvania

JOINT STATE GOVERNMENT COMMISSION

Harrisburg, Pennsylvania

June 1959

JOINT STATE GOVERNMENT COMMISSION

1959-1961

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LETTER OF TRANSMITTAL

To the Honorable, the House of Representatives of the  
General Assembly of the Commonwealth of Pennsylvania:

Pursuant to House Resolution No. 73, Session of  
1959, there is presented herewith a report relating to the  
Pennsylvania Capitol Police.

The report is divided into two parts. Part I  
presents relevant data relating to the qualifications for  
appointment, duties, and compensation of the Pennsylvania  
Capitol Police.

Part II presents comparable information for the  
Harrisburg City Police, the security guards of a nearby  
Federal installation, and of a large industrial plant  
located within the vicinity of Harrisburg.

BAKER ROYER, Chairman

Joint State Government Commission  
Capitol Building  
Harrisburg, Pennsylvania  
June 1959

Part I

THE PENNSYLVANIA CAPITOL POLICE

Duties

The duties of the members of the Capitol Police are set forth in The Administrative Code of 1929 (act of April 9, 1929, P. L. 177), as amended, Article XXIV, Section 2416, as follows:

"Section 2416. Capitol Police.--The Capitol Police shall have the power, and their duty shall be:

"(a) To enforce good order both in the Capitol buildings and on the grounds;

"(b) To protect the property of the Commonwealth in the Capitol grounds and buildings;

"(c) To exclude all disorderly persons from the premises of the State Capitol;

"(d) In the performance of their duties, to adopt whatever means may be necessary;

"(e) To exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by the police of the city of Harrisburg;

"(f) To shoot any dogs or cats wandering at large in the buildings or upon the grounds connected with the State Capitol, unless the same are in leash or under the complete control of the owner;

"(g) To order off said grounds and out of said buildings, all vagrants, loafers, trespassers, and persons under the influence of liquor, and, if necessary, remove them by force, and, in case of resistance, carry such offenders before an alderman; and

"(h) To arrest any person who shall damage, mutilate, or destroy the trees, plants, shrubbery, turf, grass-plots, benches, buildings or structures or commit any other offense within the Capitol grounds and buildings, and the Executive Mansion, and carry the offender before the proper alderman and prefer charges against him under the laws of the Commonwealth."

In implementation of the duties as set forth in The Administrative Code, the Executive Board under date of July 13, 1956, approved the establishment of five classifications of security officers, the specifications for each classification, the qualifications, the duties to be performed and the compensation to be received, as proposed by the Office of Administration in consultation with the Civil Service Commission.

As of June 10, 1959, the Capitol Police employed 87 Security Officers I, eight Security Officers II, three Security Officers III, one Security Officer IV, and one Security Officer V.

As per specifications of The Classification Plan,<sup>1/</sup> Security Officer I--known as "patrolman"--". . . watches for fires, prowlers, vandalism, or other unusual occurrences;

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<sup>1/</sup> Commonwealth of Pennsylvania, The Position Classification Plan, (July 1958). For complete statement regarding qualifications and work to be performed, see Appendix A.

makes rounds of buildings and punches time clock periodically,  
. . . directs traffic and enforces vehicle regulations,  
assists and directs visitors, . . . prepares reports of  
activities." In order to qualify for the position of patrol--  
man, the Classification Plan specifies that the applicant  
must be able to "follow written and oral instructions, . . .  
remain alert at all times and to act quickly in emergencies  
. . . develop skill in the use and care of firearms, . . .  
deal firmly but tactfully with the general public, . . .  
[repress] aggressive individuals." As regards educational  
requirements, an applicant should have "such training as  
may have been gained through completion of the eighth school  
grade; or any equivalent combination of experience and  
training."

As regards the work to be performed by a Security  
Officer II--known as "desk sergeant"--such officer "directs  
the work of a guard detail . . . assists in supervising  
a group of security officers . . . performs duties of a  
desk sergeant on the state capitol police force . . .  
commands a platoon in absence of platoon sergeant." In  
order to perform these duties, a desk sergeant, in addition  
to the knowledge, skills and ability of a Security Officer I,  
must have some "knowledge of the laws of arrest, . . . ability

to react quickly and calmly in emergency situations." A desk sergeant should have "two years of experience as a guard, watchman, or policeman; and such training as may have been gained through graduation from a standard high school or vocational school; or any equivalent combination of experience and training."

Security Officer III--known as "platoon sergeant"-- "maintains cooperative working relationships with local police and fire departments . . . supervises a group of security officers . . . commands a platoon of patrolmen responsible for the protection of state property, . . . investigates complaints, accidents, and violations of park rules and regulations. . ." In addition to the knowledge, skills and abilities of a desk sergeant, the platoon sergeant must be able to "plan, assign, and direct the work of other security officers," and he should have "three years of experience in police or security work; and such training as may have been gained through graduation from a standard high school or vocational school; or any equivalent combination of experience and training."

Security Officer IV--known as "lieutenant"--"performs duties of capitol police lieutenant; assists in commanding the state capitol police force, and assumes command



in the absence of the captain; . . ." In addition to the knowledge, skills and abilities required of a sergeant, a lieutenant is to have "knowledge of first aid principles and skill in their application . . . ability to plan, assign, and direct the work of a large number of security officers, . . . ability to speak and write effectively . . ."

To qualify as a lieutenant, an applicant should have "five years of progressively responsible experience in police or security work . . ."

Security Officer V--known as "captain"--is the commanding officer of the Capitol Police. In order to qualify for the position, he should have had "seven years of progressively responsible experience in police or security work, . . .", in addition to the knowledge, skills, and abilities of a lieutenant.

#### Compensation

Table 1 shows, for Security Officers I through V, qualifications, compensation, pension, as well as educational, experience and physical standards which applicants should meet to be eligible for appointment.

(1)

1. Strength of Force
2. A. Authorized
3. B. Actual 6/10/59
4. Qualifications
5. A. Education<sup>1/</sup>
6. B. Experience<sup>1/</sup>
7. C. Physical
8. Compensation
9. A. Salary Range Number
10. B. Pay Range - Biweekly
11. Step A (Starting)
12. 1st Increment
13. Step B
14. 2nd Increment
15. Step C
16. 3rd Increment
17. Step D
18. 4th Increment
19. Step E
20. 5th Increment
21. Step F (Highest)
22. C. Base Hours Per Week
23. D. Estimated Hourly Rates
24. Step A
25. Step F
26. E. Minimum Time Between Increments
27. F. Basis of Awarding Increment
28. G. Merit Rating Prepared By
29. H. Merit Rating Checked By
30. I. Merit Rating Approved By 2/
31. J. Overtime Differential
32. K. Sunday or Shift Differential

<sup>1/</sup> Any equivalent combination of experience

<sup>2/</sup> All ratings subject to revision by Direct

SOURCES: Based on data furnished by Pennsylv

Examination of the table shows that the basic minimum biweekly compensation ranges from \$107 for patrolmen to \$174.50 for the captain (columns (2) and (6), line 11). Similarly, the table shows that the basic maximum compensation ranges from \$136.50 for patrolmen to \$222.50 for the captain (columns (2) and (6), line 21).

Again, the table shows that the size of the biweekly increment for which a security officer may be eligible depends upon both his job classification and his position on the increment scale. For example, the first and fifth increments for a patrolman are \$5.50 and \$6.50, respectively; the comparable increments for a lieutenant are \$7.50 and \$9.00, respectively (columns (2) and (5), lines 12 and 20).

The conditions governing the granting of increments are set forth in a resolution of the Executive Board, adopted under date of September 25, 1958. The resolution provides:

1. "Salary increments shall be based upon meritorious performance. They shall not be granted automatically, and shall be contingent upon the availability of funds." (Emphasis supplied.)

2. "The employe's anniversary date shall be one year from the date of the employe's last salary change, except a salary change resulting from a promotion as specified in . . .

this resolution. The determination of an anniversary date should not be construed as an obligation to grant a salary increment. It is simply a commitment that the record of an employe will be reviewed prior to that date to determine whether he meets the performance standards necessary for granting an increment." (Emphasis supplied.)

3. "Salary increments shall ordinarily be granted one step at a time. Salary increments in excess of one step in any twelve month period shall be limited to individual employes who have rendered outstanding service to the Commonwealth over and above that normally expected in the discharge of their duties and responsibilities. Requests for such increments shall be accompanied by a detailed justification which shall include specific examples of the employe's work performance. Such requests require the approval of the Governor. . ."

"Meritorious performance" is determined by reference to a rating system adopted by resolution of the Executive Board under date of December 20, 1957, and implemented by a standard performance rating report. Briefly, the rating system provides that consideration be given to such matters as quality of work, quantity of work, work habits, effectiveness in dealing with the public, and dependability.

It appears that the regulations relating to basic pay increments and anniversary dates clearly establish the following:

1. An employe is entitled to have his record reviewed once a year.
2. Except under extraordinary circumstances, an employe may receive but one increment within a twelve-month period.
3. Regardless of the acceptability of the rating attained in connection with the review of his record, he does not acquire a right to an increment.
4. If the increment is not forthcoming at his anniversary date, but is awarded at some subsequent date, the date of award becomes the new anniversary date of the employe.

Examination of the records of the Capitol Police discloses that in numerous instances the anniversary dates of members of the force have been shifted. In connection with the shifting of anniversary dates, it would appear that the effect of such shifts becomes cumulative. The cumulative effect can be illustrated readily by reference to the following example: A patrolman hired on September 1, 1956, would reach his first anniversary date on September 1, 1957. Prior

to his anniversary date (September 1, 1957), his record was evaluated and he was rated "good."<sup>2/</sup> However, he was not granted the increment of \$5.50 provided for by the compensation schedule until six months later, that is, March 1, 1958. Under these circumstances, his new anniversary date becomes March 1, 1959, and it is not until that date that he can become eligible for another increment. It should be noted that the patrolman has foregone an increment of \$5.50 per payroll period, or approximately \$72.00, for the six-months period under review. Assuming that beginning with March 1959, he will receive the remaining four increments provided for in the compensation schedule on his new anniversary date, March 1 of each calendar year, upon termination of five and one-half years of service, he will have received about \$385 less in compensation than he would have received had he been awarded his first increment on his initial anniversary date.<sup>3/</sup>

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<sup>2/</sup> Each member of the Capitol Police is rated by his immediate supervisor, subject to the approval of the Assistant Director of Building Maintenance and final review by the Director of the Bureau of Internal Controls.

<sup>3/</sup> Computation is as follows:

6 months @ \$5.50 per payroll =	\$ 72.00
6 months @ \$5.50 per payroll =	72.00
6 months @ \$6.00 per payroll =	78.00
6 months @ \$6.00 per payroll =	78.00
6 months @ \$6.50 per payroll =	85.00
Total	<u>385.00</u>

Note: Figures are approximate in that the date on which a payday will fall varies within the anniversary month.

Table 2 shows, for Security Officers I and for Security Officers II to V combined, the number of days which elapsed between their initial anniversary date and the current anniversary date.

Perusal of the table indicates that more than half of the patrolmen--36--(column 2), because of shifts in anniversary dates, have foregone increments for periods ranging from 150 to 200 calendar days. In other words, it will take these 36 patrolmen from 150 to 200 days longer to reach the maximum compensation provided by the compensation plan than it would have taken had their anniversary dates not been shifted and had all increments been awarded on the initial anniversary date.

Table 2

DISTRIBUTION OF SECURITY OFFICERS <sup>1/</sup> BY APPROXIMATE  
NUMBER OF DAYS ELAPSED BETWEEN INITIAL <sup>2/</sup>  
ANNIVERSARY DATE AND CURRENT ANNIVERSARY DATE

	Approximate Number of Days Elapsed	Security Officers by Classification	
		I	II-V
	(1)	(2)	(3)
1.	0	2	0
2.	1 - 50	1	2
3.	51 - 100	3	3
4.	101 - 150	1	0
5.	151 - 200	36	7
6.	201 - 250	2	0
7.	251 - 300	0	0
8.	301 - 350	4	0
9.	351 - 400	2	0
10.	401 - 450	13	1
11.	Total	64	13

<sup>1/</sup> Exclusive of 12 security officers with less than 12 months of service and 11 security officers not covered because of unusual circumstances surrounding their employment, demotions, and leaves of absence.

<sup>2/</sup> Initial anniversary date established by date of employment, date of promotion, or, administratively set at September 1, 1957 for those security officers employed before August 1, 1956, and still in the same job classification.

SOURCE: Based on data obtained from Pennsylvania Department of Property and Supplies, Bureau of Internal Controls.



Table 3 represents a conversion of Table 2 in the sense that it translates increment days lost into terms of compensation foregone.

Examination of the table shows that more than half of the patrolmen--34--(column 2) covered by the table during the period August 1, 1956 to June 10, 1959, did forego compensation ranging from \$100 to \$149 per individual patrolman. It should be observed that even if there were no further shifting in anniversary dates, the amounts of compensation foregone, as shown in the table, will increase with the passage of time.

In this connection, it should be remembered that under the provisions of the Executive Board resolution of September 25, 1958, a member of the force having an acceptable rating need not be awarded an increment if funds are not available.

Table 3

DISTRIBUTION OF SECURITY OFFICERS<sup>1/</sup> BY ESTIMATED  
INCOME FOREGONE, AUGUST 1, 1956 TO JUNE 10, 1959,  
CONSEQUENT UPON SHIFTS IN ANNIVERSARY DATES

	Estimated Compensation Foregone, August 1, 1956 to June 10, 1959 (Dollars)	Security Officers by Classification	
		I	II-V
	(1)	(2)	(3)
1.	0	2	0
2.	\$ 1.00 - \$ 49.00	4	5
3.	50.00 - 99.00	4	0
4.	100.00 - 149.00	34	6
5.	150.00 - 199.00	4	1
6.	200.00 - 249.00	2	0
7.	250.00 - 299.00	4	0
8.	300.00 - 349.00	2	0
9.	350.00 - 399.00	--	0
10.	400.00 - 449.00	8	0
11.	450.00 - 599.00	--	1
12.	Total	64	13

<sup>1/</sup> Exclusive of 12 security officers with less than 12 months of service and 11 security officers not covered because of unusual circumstances surrounding their employment, demotions, and leaves of absence.

SOURCE: Based on data obtained from Pennsylvania Department of Property and Supplies, Bureau of Internal Controls.

### Departmental Appropriations

As regards available funds over the last two biennia, it should be noted that the Governor, in 1955, requested \$5,450,000 for "Salaries and Expenses" for the Department of Property and Supplies,--the fund out of which the compensation of the Capitol Police is paid. The General Assembly increased this amount to \$6,583,000; it was approved by the Governor.

In 1957, the Governor requested \$8,816,404 for "Salaries and Expenses" and the General Assembly reduced this amount to \$8,400,000.

In May 1959, the Department of Property and Supplies lapsed \$181,280.55 out of the "Salaries and Expenses" account. However, it should be noted that, though the department lapsed this sum, such lapsing does not necessarily imply that during the period under review and at the time when members of the Capitol Police became eligible for increments, the Department of Property and Supplies had uncommitted funds.

Part II

DUTIES AND COMPENSATION OF THE CAPITOL POLICE  
AND OTHER SECURITY FORCES: A COMPARISON

Comparability of Duties of Different Security Forces

Comparison of compensation presupposes comparability of operations.

Examination of the statutes, ordinances, and rules and regulations governing the operations of the Capitol Police and other security forces suggests that the duties are comparable. In other words, the Capitol Police, as well as the other security forces, perform general patrol duties . . . maintain law and order . . . direct traffic and enforce vehicle regulations . . . assist and escort visitors . . . furnish information . . . perform related duties . . . and prepare reports.

The differences in the nature of the duties which obtain among security forces do not arise from basic differences in job specifications but from differences in the environment in which security forces operate.

Concretely, The Administrative Code specifies that "The Capitol Police shall have the power, and their duty shall be: . . . To exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by the

police of the city of Harrisburg."<sup>1/</sup> Although it appears that the duties of these two security forces are identical, the performance of the duties involves different hazards and presupposes different skills because the environment in which the two security forces operate is markedly different. Similarly, some of the duties of private security forces are comparable to the nominal duties of the Capitol Police. However, it is generally conceded that the environment represented by an industrial plant is markedly different from that within which the Capitol Police operate and that the situations which confront the two security forces are strikingly different. Again, the nominal duties of the Capitol Police and the security forces employed in some Federal installations are virtually identical. But again, it appears that there is a difference in the frequency with which hazardous situations arise at Federal installations and at the Capitol grounds.

Differences between actual and nominal duties cannot be measured with any degree of exactitude. The validity of any comparison among security forces is largely a matter of judgment. However, in order to provide some guideposts for policy, the qualifications and compensation of the Capitol Police are compared with the qualifications and compensation

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<sup>1/</sup> 1929, April 9, P. L. 177, §2416, as amended.

of the Harrisburg City Police, the security guards at one Federal installation, and the security force at a private industrial plant. The identity of the industrial plant and the Federal maximum security installation cannot be disclosed, but both are located within the vicinity of Harrisburg. In addition, qualifications and compensation of the Capitol Police and those provided by Federal regulations for installations not requiring unusual security measures are compared.

In view of the fact that 87 of the 100 members of the Capitol Police are Security Officers I, comparative analysis is confined to this group.

#### Qualifications and Compensation of Security Forces

Table 4 (page 24) shows qualifications and compensation patterns of patrolmen on the security forces enumerated above.

Qualifications. As regards qualifications, examination of Table 4 (line 5) shows that (1) in order to qualify for employment with any of the security forces, except the Capitol Police, applicants must pass a physical examination; and (2) contrary to the practice employed by all other security forces reviewed (line 3), applicants for positions with the Harrisburg City Police must pass a written examination.

Compensation. As regards compensation, it is well to differentiate among (1) minimum and maximum base pay, (2) increments, (3) differential pay, (4) cost of living adjustments, (5) vacation and sick leave, and (6) pension provisions.

Minimum and Maximum Base Pay. As regards minimum base pay, line 7 shows that the minimum biweekly base pay ranges from \$107 for the Capitol Police to \$168 for the industrial plant's security force; the minimum biweekly base pay of the Harrisburg City Police is \$143.38. As regards maximum biweekly base pay (line 9), the range is from \$136.50 for the Capitol Police to \$192 for the security force of the industrial plant; the maximum biweekly base pay of the Harrisburg City Police is \$148.44.

Increments. Increment schedules differ with respect to the size of individual increments, the time periods that must elapse between increments, and the supplemental conditions, if any, which govern the granting of the award.

In those plans providing for automatic increments (line 14), it will be noted (lines 12 and 13) that it takes one year for a security guard in the industrial plant to move from the minimum base pay to the maximum base pay; the comparable time period for the Harrisburg city patrolman is two years. As

regards the Capitol Police and the security officers at the Federal installations, it should be noted that no specific time period can be calculated because availability of the increment presupposes an acceptable merit rating.

Differential Pay. Members of some of the security forces are entitled to differential pay for duties performed during certain hours of the day or on certain days.

Line 17 shows that the security officers at the Federal maximum security installation receive \$.06 an hour over base hourly rate for work performed between 6 P.M. and 6 A.M. The industrial plant guards receive an additional \$.08 for the 3 P.M. to 11 P.M. shift and \$.12 an hour for the 11 P.M. to 7 A.M. shift. The security force at the industrial plant receives a Sunday differential pay (line 16) equal to one and one-fourth times the base pay, adjusted for change in the cost of living. Neither the Capitol Police nor the Harrisburg City Police receive shift or Sunday differentials.

As regards overtime (line 15), the table shows that only the industrial plant pays for such overtime, defined as work per week in excess of 40 hours (line 23), at a rate of time and a half. The Capitol Police, the Harrisburg City Police and the Federal installations compensate the members of their forces for overtime by allowing equivalent time off.



Cost of Living Adjustment. Members of the security force employed at the industrial plant are eligible for automatic cost of living adjustment (line 18) in their base pay, which is calculated every six months by reference to the Cost of Living Index of the Bureau of Labor Statistics.

Vacation and Sick Leave. Examination of the table (line 25), shows that the number of days allowed for vacation leave ranges from 10 for the Harrisburg City Police and the members of the security force at the industrial plant to 26 for the security guards at the Federal installations. Again, as regards paid sick leave (line 26), the days range from none for the industrial plant to 15 for the Capitol Police.

Pension Plans. All security forces are covered by pension plans, four of which are contributory (line 30). The conditions which a patrolman or security guard must meet in order to become eligible for pension benefits vary markedly. For example, a security guard at the industrial plant (line 29) must attain age 65 and have 15 years of service with the plant before he becomes eligible for any pension benefits. A member of the Capitol Police, regardless of age attained, on involuntary separation from the service after 10 years, is entitled to a life annuity. In view of the marked variations in both plans and employe circumstances, general statements relating to benefits will not be particularly meaningful.

### Over-All Job Comparison

The jobs of patrolmen employed by the five security forces may be compared in terms of "normal average maximum hourly rate." The normal average maximum hourly rate is the hourly compensation which an employe may expect to receive after a specified number of years of service, provided his performance is acceptable. Examination of line 22 shows that these rates range from \$1.82 for the Capitol Police to \$2.72 for the industrial plant's security guards; the comparable rate for patrolmen of the Harrisburg City Police is \$1.86.

In connection with normal average maximum hourly rates, it should be noted that, though they are indicative of compensation available to members of the different security forces, they do not permit over-all evaluations of these jobs in terms of their relative advantages and disadvantages.



A P P E N D I X

SECURITY OFFICER I

7411

Definition: This is routine security work in protecting state property and maintaining the security of state institutions, parks or installations.

An employe in this class is responsible for patrolling an assigned area in a state institution, park, airport, or installation, or in the state capitol area, to protect and guard property or persons from fire, theft, trespass or other hazards. Work may involve regulating the activities of patients, patrons, or the general public, and may include exercising some police powers. Some custodial or maintenance work may be performed. Duties may require the use of firearms, and an automobile, motorcycle, or motorboat may be used in patrolling. Work is performed in accordance with prescribed rules and procedures. Supervision is received through daily instructions, inspections, or the examination of time clock records.

Examples of Work Performed: Patrols an assigned area in a welfare, health, or educational institution, or in a state park, airport, or installation; watches for fires, prowlers, vandalism, or other unusual occurrences; makes rounds of buildings and punches time clock periodically, or makes other reports as required.

Performs general patrol duties as a member of the state capitol police force; maintains law and order in the capitol park area.

Directs traffic and enforces vehicle regulations.

Assists and directs visitors; furnishes information in a courteous manner.

Maintains order and discipline among patients or students.

Assists in locating and returning escaped inmates.

Performs incidental custodial and maintenance duties.

Prepares reports of activities.

Performs related duties as required.

Required Knowledges, Skills and Abilities: Ability to understand and follow written and oral instructions.

Ability to work long hours alone under varying climatic conditions.

Ability to remain alert at all times and to act quickly in emergencies.

Ability to develop skill in the use and care of firearms.

Ability to deal firmly but tactfully with the general public.

Good physical condition, and strength and agility to permit the repression of aggressive individuals.

Minimum Experience and Training: Such training as may have been gained through completion of the eighth school grade; or any equivalent combination of experience and training.

## SECURITY OFFICER II

7412

Definition: This is supervisory security work in protecting state property and maintaining the security of state institutions, parks, or installations.

An employe in this class is responsible for supervising a guard detail at the state airport, or in a restricted area of the state treasury offices. Work may involve assignment as a capitol police desk sergeant, or assisting in supervising a group of security officers responsible for safeguarding a state institution or park against fire, theft, or other hazards. Supervision is received through written and oral instructions, personal inspection, and review of reports submitted.

Examples of Work Performed: Supervises a small number of security officers responsible for guarding restricted state treasury offices.

Directs the work of a guard detail assigned to the state airport; patrols grounds and watches for fire, theft, or damage to buildings and equipment.

Assists in supervising a group of security officers responsible for maintaining the security of a state institution, safeguarding buildings and occupants against fire, theft, or other hazards, and maintaining order and discipline among patients.

Assists in directing the work of security officers engaged in maintaining law and order at a state park; directs traffic; assists visitors, and protects state property from fire, vandalism, and other damage.

Performs duties of a desk sergeant on the state capitol police force; maintains records of traffic violations and collects fines; assumes command of a platoon in absence of platoon sergeant.

Prepares reports of activities.

Performs related work as required.

Required Knowledges, Skills and Abilities: Knowledge of the standard methods and practices used in safeguarding buildings and premises.

Knowledge of first-aid principles and skill in their application.

Some knowledge of the more common fire hazards and fire prevention methods.

Some knowledge of the laws of arrest.

Skill in the use and care of firearms.

Ability to supervise the work of other security officers.

Ability to react quickly and calmly in emergency situations.

Ability to deal firmly but courteously with the general public.

Good physical condition, and strength and agility to permit the repression of aggressive individuals.

Minimum Experience and Training: Two years of experience as a guard, watchman, or policeman; and such training as may have been gained through graduation from a standard high school or vocational school; or any equivalent combination of experience and training.

### SECURITY OFFICER III

7413

Definition: This is responsible security work in protecting state property and maintaining the security of state institutions, parks, or installations.

An employe in this class is responsible for supervising the work of security officers engaged in safeguarding a state institution or park against fire, theft, or other hazards, or performing non-supervisory security work of comparable responsibility. Work may involve assignment as a capitol police platoon sergeant or as an armed guard assigned to a major military air installation. Duties may require the use of firearms. Work is performed with some independence but is reviewed by a supervisor through inspections and review of reports.

Examples of Work Performed: Plans, assigns and directs the work of security officers responsible for maintaining law and order at a state historical park; performs daily inspections of subordinates; investigates violations of laws and regulations; maintains cooperative working relationships with local police and fire departments.

Supervises a group of security officers responsible for safeguarding a health or welfare institution against fire, theft, or other hazards, and keeping order and discipline among patients; personally performs security duties; patrols the institutional grounds; searches for and returns lost or escaped patients.

Performs duties of a capitol police platoon sergeant; commands a platoon of patrolmen responsible for the protection of state property and the enforcement of law and order in the capitol park area; inspects men and equipment; investigates complaints, accidents, and violations of park rules and regulations; prepares reports of activities.

Performs guard duties at a major military air installation; checks all persons and vehicles entering area for proper identification; patrols an assigned area, maintaining a constant security check for sabotage, fire, theft, and other hazards; carries firearms.

Performs related work as required.

Required Knowledges, Skills and Abilities: Considerable knowledge of the standard methods and practices used in safeguarding buildings and premises.

Knowledge of the more common fire hazards and fire prevention methods.

Knowledge of first aid principles and skill in their application.

Knowledge of the laws of arrest.

Skill in the use and care of firearms.

Ability to plan, assign, and direct the work of other security officers.

Ability to react quickly and calmly in emergency situations.

Ability to deal firmly but courteously with the general public.

Good physical condition, and strength and agility to permit the repression of aggressive individuals.

Minimum Experience and Training: Three years of experience in police or security work; and such training as may have been gained through graduation from a standard high school or vocational school; or any equivalent combination of experience and training.

Definition: This is responsible supervisory work in protecting state property and maintaining the security of a state institution, park, or installation.

An employe in this class is responsible for supervising the security force of the largest welfare institution, supervising a guard detail at a major military air installation, or assisting in commanding the state capitol police force. Work involves responsibility for the appearance, discipline, and efficiency of subordinate security officers. Work is performed with initiative and independence, but must conform with established rules and procedures. General supervision is received through written and oral instructions and review of records and reports.

Examples of Work Performed: Plans, assigns, and directs the work of security officers responsible for safeguarding the largest welfare institution against fire, theft, vandalism, and other hazards, and maintaining order and discipline among patients and visitors; directs the enforcement of institutional rules and regulations; frequently inspects subordinates for proper appearance and work performance; investigates accidents; disturbances, and other unusual occurrences brought to his attention; reviews and prepares reports of activities; remains on call for emergencies.

Supervises a detail of armed guards responsible for maintaining the security of a major military air installation, and safeguarding buildings, aircraft, and other property against sabotage, fire, and damage; directs the enforcement of state, federal, and military laws and regulations; arranges work schedules; instructs guards in the use of firearms; inspects men and equipment; reviews daily activity reports submitted by subordinates.

Performs duties of capitol police lieutenant; assists in commanding the state capitol police force, and assumes command in the absence of the captain; also supervises a platoon during the day shift; responsible for the maintenance of law and order in the capitol park area.

Performs related duties as required.

Required Knowledges, Skills and Abilities: Considerable knowledge of the standard methods and practices used in safeguarding buildings and premises.

Considerable knowledge of fire hazards and fire prevention methods.

Knowledge of the laws of arrest.

Knowledge of first aid principles and skill in their application.

Skill in the use and care of firearms.

Ability to plan, assign, and direct the work of a large number of security officers.

Ability to react quickly and calmly in emergency situations, and determine an effective course of action.

Ability to speak and write effectively.

Ability to deal firmly but courteously with the general public.

Good physical condition and strength and agility to permit the repression of aggressive individuals.

Minimum Experience and Training: Five years of progressively responsible experience in police or security work; and such training as may have been gained through graduation from a standard high school or vocational school; or any equivalent combination of experience and training.



Definition: This is highly responsible security work in commanding the state capitol police force.

The employe in this class is responsible for directing the activities of the state capitol police force. Work involves directing the enforcement of laws and regulations in the capitol park area, and the safeguarding of state property against fire, theft, and other hazards. Employe is responsible for the appearance, conduct, and efficiency of subordinate personnel. Work is performed independently, but is reviewed by an administrative superior for effectiveness of the security program and conformance with established rules and regulations.

Examples of Work Performed: Plans, assigns, and directs the work of a large number of security officers assigned to the state capitol police force and responsible for maintaining the security of the capitol park area.

Inspects personnel for proper appearance and effective performance of duties.

Instructs subordinates in the laws, rules, and regulations the capitol police force is responsible for enforcing.

Reviews daily activity reports submitted by subordinates.

Investigates accidents, violations of laws and regulations, and other unusual incidents that may occur in the capitol park area.

Prepares reports and keeps records of activities.

Performs related work as required.

Required Knowledges, Skills and Abilities: Thorough knowledge of the standard methods and practices used in safeguarding buildings and premises.

Considerable knowledge of the laws of arrest.

Knowledge of the more common fire hazards and fire prevention methods.

Knowledge of first aid principles and skill in their application.

Skill in the use and care of firearms.

Ability to plan, assign, and direct the work of a large number of security officers.

Ability to react quickly and calmly in emergency situations.

Ability to deal firmly but courteously with the general public.

Ability to speak and write effectively.

Good physical condition.

Minimum Experience and Training: Seven years of progressively responsible experience in police or security work; and such training as may have been gained through graduation from a standard high school or vocational school; or any equivalent combination of experience and training.