

Job Title: Special Police Officer

Grade: CS-06

Salary: \$47,575-\$58,933

Requirements: Possession of a high school diploma/ GED and 1 year of specialized experience equivalent to CS-06. Incumbent must possess and maintain a valid driver's license from their state of residence. Incumbent must satisfactorily complete and pass all training and examinations related to DC Code and DC Municipal Regulations, obtaining a score of 70% or higher as a condition of continued employment. This position is deemed **Safety Sensitive**, the incumbent will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability. This position is designated as Essential.

Qualifications:

- Knowledge of the methods, techniques and services pertinent to security and protection of life and property and community and human relations.
- Knowledge of the District and Federal government's ordinances, statutes and laws, in addition to PSD general and Special Orders.

Job Description:

Collective Bargaining Unit (Union): This position is covered by the collective bargaining unit and you may be required to pay a service fee through direct payroll.

This position is located in the Department of General Services (DGS), Protective Services Division (PSD), and Operations Branch. This is an armed uniformed Special Police Officer, with primary duties of providing security and protection, in addition to performing a variety of average to difficult and complex proactive security functions which range from simple rules violations to felony crimes.

Duties and Responsibilities:

- The incumbent provides access control functions and general protective measures for buildings. Operates metal detectors and X-ray machines at District Government facilities where equipment issued for controlling access; and operates sophisticated Closed Circuit Television (CCTV), in addition too other electronic security devices
- Patrols entrances to restricted parking areas in compliance with special identification and control procedures, safety measures, and posted regulations. Checks identification of vehicles, confirms admittance, arranges parking, and directs and controls movement of personnel and vehicles. Issues traffic tickets for violations when necessary and within jurisdictional responsibility.
- Responds to reports of crimes and criminal reports within the jurisdiction of authority. For offenses not within the jurisdictional and/or legislative authority of the PSPD, the incumbent makes immediate notification to the D.C. Metropolitan Police (MPD) of the offense and action taken.
- Patrols designated areas by foot or in vehicles inspecting the buildings and adjacent grounds to prevent unauthorized removal of D.C. property and access to restricted rooms and areas. Reports fires, accidents and safety hazards; checks and secures exterior of the building's entrances and windows; detects and apprehends unauthorized personnel; and notes any unusual appearance or deviation from normal operations
- Incumbent must satisfactorily complete and pass all training and examinations related to DC Code and DC Municipal Regulations, obtaining a score of 70% or higher as a condition of continued employment.
- Newly hired incumbents must pass a PSD approved training academy. New employees must successfully complete all training and examinations while attending a Protective Services Department approved State Accredited Police Academy.

Your Agency or Business Name Here

[Your logo here]

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Qualifications:

Job Description:

dchr



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