

OCCUPATIONAL GROUP: Public Safety

CLASS FAMILY: Law Enforcement, Security and Dispatch

CLASS FAMILY DESCRIPTION:

This family includes those positions whose purpose is to provide security to a state facility or agency. Some positions may serve as guards or law enforcement officers. Others may provide support in providing communication services.

CLASS TITLE: Guard 1

DISTINGUISHING CHARACTERISTICS:

These positions provide full-performance security services, ensuring a safe and secure environment for a state facility or agency. They do not have budgetary or supervisory responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Greets visitors and answers general questions concerning exhibits, events, programming and future activities.
- Guards exhibits, archival and artifact collections and property in order to prevent damage or theft.
- Patrols building and grounds to make routine checks of equipment, grounds and property, and to check for danger from fire, theft, or other hazards; punches time clock to verify that rounds are made regularly and punctually.
- Reports any unusual or suspicious activities and emergency phone calls to proper supervisor.
- May take identification pictures of clients admitted and new employees.
- May require use of physical force in apprehending or detaining escapees or trespassers.
- Prepares and files written incident, observation and other security reports.
- Explains policies and procedures to visitors; warns violators of consequences of rule infractions.
- Responds to emergencies or accidents and reports incidents to Security Chief or appointed designee as soon as possible.
- May assign and review the work of others.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of appropriate legal action taken upon discovery of problem.
- Ability to interact with the general public in a courteous manner and to establish and maintain effective relationships with co-workers and supervisor.
- Ability to learn basic information about exhibits and activities in order to answer visitor questions.

- Ability to speak in a clear and in a correct manner.
- Ability to learn security procedures established by the West Virginia Division of Culture and History.
- Ability to carry-out oral and written instructions effectively.
- Ability to keep records according to established security reporting guidelines.
- Ability to prepare clear, concise and factual accounts of instances of rule infractions, accidents and emergencies.
- Ability to walk and patrol an assigned area.
- Ability to remain awake and alert.
- Ability to act quickly in the event of an emergency.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: None required.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Guard 2

DISTINGUISHING CHARACTERISTICS:

These positions provide full-performance security services, ensuring a safe and secure environment for a state facility or agency. They are required to carry a firearm in the performance of their work. Carrying of a firearm does not apply to duties and responsibilities of positions located at Mildred Mitchel Bateman or William R. Sharpe, Jr. Hospitals, which are psychiatric facilities. These positions do not have budgetary or supervisory responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Patrols building and grounds to make routine checks of equipment, grounds and property, and to check for danger from fire, theft, or other hazards.
- Reports emergency phone calls to proper supervisor.
- Responds to calls for assistance from individuals or groups, such as patients on facility grounds. At DHHR psychiatric facilities, responds to calls for assistance from staff, participates and assists in all emergency codes, participates in patient searches, grounds and building searches and assists with patient elopements & AWOLS.
- Conducts required safety inspections.
- Maintains order and prevents disturbances.
- Sounds alarm in case of fire or other emergency and/or dangerous situation.
- Reports irregular or unauthorized activities, property damage, safety hazards, and malfunctioning equipment.
- May be required to use physical force in apprehending or detaining escapees or trespassers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of appropriate legal action taken upon discovery of problem.
- Ability to interact with the general public in a courteous manner and to establish and maintain effective relationships with co-workers and supervisor.
- Ability to learn basic information about exhibits and activities in order to answer visitor questions.
- Ability to speak in a clear and in a correct manner.
- Ability to learn security procedures.
- Ability to carry-out oral and written instructions effectively.
- Ability to keep records according to established security reporting guidelines.
- Ability to prepare clear, concise and factual accounts of instances of rule infractions, accidents and emergencies.
- Ability to walk and patrol an assigned area.
- Ability to remain awake and alert.
- Ability to act quickly in the event of an emergency.
- Ability to use self-defense tactics in case of personal attack.
- Ability to use firearms safely.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: 1 - 2 years of full-time or equivalent part-time paid experience.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

Special Requirement: May be required bonded by Board of Risk and Insurance Management to carry a firearm.

CLASS TITLE: Security Coordinator

DISTINGUISHING CHARACTERISTICS:

These positions provide full-performance security services, ensuring a safe and secure environment for a state facility or agency. These positions serve as lead workers, assigning and scheduling work. They do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Patrols building and grounds to make routine checks of equipment, grounds and property, and to check for danger from fire, theft, or other hazards.
- Responds to calls for assistance from individuals or groups, such as patients on facility grounds.
- May require use of physical force in apprehending or detaining escapees or trespassers.
- Explains policies and procedures to visitors; warns violators of consequences of rule infractions.

- Makes work assignments to employees; reviews the work of subordinates to ensure accuracy.
- Trains employees in proper work methods.
- Updates and compiles reports outlining the unit's activities, including other factors such as amount of work produced, monies spent or collected, or inventory.
- Discusses personnel issues with employees; answers grievance issues within mandated time frames in an effort to solve problems.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of office methods and procedures, inspection practices or procedures, skilled trade and related activities.
- Knowledge of departmental procedures and policies.
- Ability to plan, assign, and coordinate the work of employees.
- Ability to make decisions based on governing laws and regulations and to explain policies to subordinates.
- Ability to make composite detailed reports based on individual reports of subordinates.
- Ability to interact with the general public in a courteous manner and to establish and maintain effective relationships with co-workers and supervisor.
- Ability to use self-defense tactics in case of personal attack.
- Ability to use firearms safely.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard high school or equivalent.

Experience: 2 - 3 years of full-time or equivalent part-time paid employment.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

Special Requirement: May be required bonded by Board of Risk and Insurance Management to carry a firearm.

CLASS TITLE: Security Supervisor

DISTINGUISHING CHARACTERISTICS:

These positions provide direct supervision of a unit of employees who provide security services, ensuring a safe and secure environment for a state facility or agency. Work may also involve transporting clients. They do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, assigns, and coordinates the work of subordinates; trains security employees in work methods.
- Interprets and applies departmental policies and regulations for employees and others in state government; advises subordinates of changes in policy and procedure.

- Responds to questions or problems of subordinates; restructures work procedures to align with changes in state or federal laws and programs.
- Performs field visit inspections and spot-checks records to document activities and evaluate the performance of the unit.
- Represents the unit before agency management, administrative hearings, business or civic groups, or other forums.
- Performs employee performance evaluations, approves annual and sick leave, and recommends hiring, disciplinary actions and other employee activity.
- Discusses personnel issues with employees; answers grievance issues within mandated time frames in an effort to solve problems.
- Responds to emergencies or accidents.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of office methods and procedures; investigative procedures and techniques or technical specialty practice and methods.
- Knowledge of departmental plans or procedures.
- Ability to lead the work of others and to schedule work to ensure events and security posts are covered.
- Ability to apply and instruct others in the application of governing laws, rules, and regulations.
- Ability to make composite detailed reports based on individual reports of subordinates.
- Ability to interact with the general public in a courteous manner and to establish and maintain effective relationships with co-workers and supervisor.
- Ability to use self-defense tactics in case of personal attack.
- Ability to use firearms safely.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: 3-4 years of full-time or equivalent part-time paid employment, which 1 year must have been in a supervisory capacity.

Education & Experience Substitution: Additional qualifying experience as described above may substitute on a year-for-year basis for the required education. Master's degree from a regionally accredited college or university may substitute on a year-for-year basis, not to include the year of supervisory experience.

Certificates, Licenses, Registrations: N/A

Special Requirement: May be required bonded by Board of Risk and Insurance Management to carry a firearm.

CLASS TITLE: Telecommunicator

DISTINGUISHING CHARACTERISTICS:

These positions provide full performance level radio communications in a central communication base station, district radio-telephone base station or direct line facilities. Work involves dispatching work crews and campus police, and relaying information to various entities.

These positions do not have budgetary or supervisory responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Operates and monitors CCTV camera systems, electronic door locks and duress alarms for campus and other state owned facilities; ensures all equipment is in working order and report malfunctions to the appropriate personnel.
- Operates a variety of communication equipment.
- Logs all communications received or transmitted according to Federal Communications Commission rules and regulations.
- Checks each district daily to obtain weather and road conditions, road closures, accidents, slides or other hazardous conditions.
- May be responsible for dispatching highway maintenance personnel and equipment to correct hazardous road conditions.
- Records weather and road conditions tapes for radio stations.
- Relays information to law enforcement agencies, emergency service units, or highway crews.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of Federal Communications Commission regulations governing voice transmissions of messages in and out of a communicator's base station.
- Knowledge of national, state and local emergency facilities and services.
- Ability to speak clearly and distinctly and to transmit and receive radio-telephone communications in a precise and accurate manner.
- Ability to maintain required base station operations logs.
- Ability to activate and adjust radio-telephone transceivers, base station consoles and teletype units.
- Ability to read and understand communications equipment operating manuals and applicable Federal Communications Commission rules and regulations.
- Ability to keep records of radio and teletype messages sent and received.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: 0 - 2 years of full-time or equivalent part-time paid experience.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: First class license as a Federal Communications Commission operator may be required after employment.

CLASS TITLE: Police Telecommunicator

DISTINGUISHING CHARACTERISTICS:

These positions provide full performance level communication services through the operation of a variety of equipment, including radios, computer terminals, closed circuit televisions and other

related electronic equipment. Incumbents communicate with law enforcement officers, related personnel and the public. They may require specialized certifications. These positions do not have budgetary or supervisory responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Dispatches information to law enforcement officers and other entities by electronic means depending on type of call and based on jurisdiction or services needed.
- Receives and records emergency and non-emergency calls by providing information directly to the caller or notifying appropriate law enforcement or government agency to handle. Obtain specific details from callers and determine type of assistance needed.
- Enters, receives, and responds to information in various data bases including but not limited to: National Crime Information Center, National Law Enforcement Telecommunication System, WV Automated Police Network, Domestic Violence Registry and other various internet based sites; obtains records for criminal histories, missing and wanted persons, stolen vehicles, etc., driver histories and vehicle histories upon request from authorized personnel. Prioritize based on level of urgency.
- Reviews messages for compliance with state regulations and checks for accuracy.
- Types daily radio logs, computer files, master file cards, wanted and missing person cards, monthly activity sheets, incident log, wrecker log and related documents.
- Enters and cancels wanted persons information via computer terminal.
- Assists the public by responding to requests for information and emergency assistance. Assists walk-in public when necessary.
- Operates computer terminal and performs related functions.
- Performs troubleshooting procedures when communications equipment malfunctions.
- May be required to conduct roll calls for the National Warning System (NAWAS) with various in-state locations, issue statements, and answer to roll calls from the National Warning Point.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of West Virginia State Police policies and procedures relating to use of NCIC and NLETS.
- Knowledge of and/or ability to learn closed circuit television, electronic door lock, and radio transmission/dispatch systems.
- Knowledge of and/or ability to learn WEAPON, WVIX, and other law enforcement related intelligence and information gathering/dissemination systems.
- Knowledge of and/or ability to learn National Crime Information Center (NCIC) operating and code manuals; learn Federal Communications Commission (FCC) Regulations.
- Ability to retain and summarize information and to relay sometimes critical information clearly, promptly and accurately.
- Ability to work quickly and accurately under pressure; able to maintain composure and sound judgment in high stress situations.
- Ability to maintain composure and sound judgment in high stress situations.

- Ability to maintain an effective working relationship with supervisors, coworkers, and the general public.
- Ability to send administrative messages, if applicable.
- Ability to retain, summarize, document, and relay critical information accurately.
- Ability to speak clearly in a well-modulated voice with good diction.
- Ability to maintain security and strict confidentiality of privileged information and internal operations of the command center.

MINIMUM QUALIFICATIONS:

Education: High school diploma or the equivalent.

Experience: 1 – 2 years of full-time or equivalent part-time paid experience.

Education & Experience Substitution: An Associate’s degree from a regionally accredited college or university may substitute for the required experience.

Certificates, Licenses, Registrations: Must maintain a current certification as WEAPON terminal operator (recertification every two years).

CLASS TITLE: Police Telecommunicator Senior

DISTINGUISHING CHARACTERISTICS:

These positions, as lead workers, oversee the work of staff providing communication services through the operation of a variety of equipment, including radios, computer terminals, closed circuit televisions and other related electronic equipment. Incumbents communicate with law enforcement officers, related personnel and the public. They may require specialized certifications. These positions do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, assigns, schedules, and coordinates the work of telecommunicators; trains security employees in work methods.
- Interprets and applies departmental policies and regulations for employees and others in state government; advises subordinates of changes in policy and procedure.
- Dispatches information to law enforcement officers and other entities by electronic means depending on type of call and based on jurisdiction or services needed.
- Receives and records emergency and non-emergency calls by providing information directly to the caller or notifying appropriate law enforcement or government agency to handle. Obtain specific details from callers and determine type of assistance needed.
- Enters, receives, and responds to information in various data bases including but not limited to: National Crime Information Center, National Law Enforcement Telecommunication System, WV Automated Police Network, Domestic Violence Registry and other various internet based sites; obtains records for criminal histories, missing and wanted persons, stolen vehicles, etc., driver histories and vehicle histories upon request from authorized personnel. Prioritize based on level of urgency.
- Reviews messages for compliance with state regulations and checks for accuracy.

- Types daily radio logs, computer files, master file cards, wanted and missing person cards, monthly activity sheets, incident log, wrecker log and related documents.
- Operates computer terminal and performs related functions.
- Performs troubleshooting procedures when communications equipment malfunctions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of West Virginia State Police policies and procedures relating to use of NCIC and NLETS.
- Knowledge of and/or ability to learn closed circuit television, electronic door lock, and radio transmission/dispatch systems.
- Knowledge of and/or ability to learn WEAPON, WVIX, and other law enforcement related intelligence and information gathering/dissemination systems.
- Knowledge of National Crime Information Center (NCIC) and Federal Communications Commission (FCC) regulations and operating and code manuals.
- Ability to retain and summarize information and to relay sometimes critical information clearly, promptly and accurately.
- Ability to send administrative messages, if applicable.
- Ability to train or assist in the training of new police telecommunications.
- Ability to retain, summarize, document, and relay critical information accurately.
- Ability to speak clearly in a well-modulated voice with good diction.
- Ability to maintain composure and sound judgment in high stress situations.
- Ability to maintain security and strict confidentiality of privileged information and internal operations of the command center.
- Ability to maintain an effective working relationship with supervisors, coworkers, and the general public.

MINIMUM QUALIFICATIONS:

Education: High school diploma or the equivalent.

Experience: 2 - 3 years of full-time or equivalent part-time paid experience.

Education & Experience Substitution: An Associate's degree from an accredited four-year college or university may be substituted for up to 2 years of the required experience.

Certificates, Licenses, Registrations: Must maintain a current certification as WEAPON terminal operator (recertification every two years).

CLASS TITLE: Police Telecommunicator Supervisor

DISTINGUISHING CHARACTERISTICS:

These positions are working supervisors and oversee the work of staff providing communication services through the operation of a variety of equipment, including radios, computer terminals, closed circuit televisions and other related electronic equipment. Incumbents communicate with law enforcement officers, related personnel and the public. These positions are responsible for scheduling work and conducting performance evaluations. They may require specialized certifications. These positions do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises, organizes and prepares work schedules of telecommunications.
- Serves as Terminal Agency Coordinator (TAC) and contact person for the WEAPONs staff.
- Trains other terminal operators in preparation for certification on the operation of the teletype.
- Receives and records emergency and non-emergency calls by providing information directly to the caller or notifying appropriate law enforcement or government agency to handle. Obtain specific details from callers and determine type of assistance needed.
- Enter and receive information in various data bases including but not limited to National Crime Information Center, National Law Enforcement Telecommunication System, WV Automated Police Network, Domestic Violence Registry and other various internet based sites and obtain records for criminal histories, missing and wanted persons, stolen vehicles, etc., driver histories, and vehicle histories upon request from authorized personnel. Prioritize based on level of urgency.
- Assist law enforcement officers by researching and gathering required information from various resources, prioritizing based on sense of urgency.
- Dispatches information to law enforcement officers and other based on jurisdiction or services needed.
- Drafts daily radio logs, teletypes, master file cards, wanted and missing person cards, monthly activity sheets, incident log, wrecker log and related documents.
- Assists the public by responding to requests for information and emergency assistance. Assists walk-in public when necessary.
- Operates teletype and performs related functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of NCIC operating and code manuals.
- Knowledge of Division of Public Safety policies and procedures relating to use of NCIC and NLETS.
- Knowledge of modern office practices and procedures.
- Knowledge of arithmetic and English grammar and common usage.
- Ability to retain and summarize information and to relay sometimes critical information clearly, promptly and accurately.
- Ability to type accurately at a rate of 25 w.p.m.
- Ability to work quickly and accurately under pressure.
- Ability to operate a teletype.
- Ability to train, supervise and evaluate the work of others.

MINIMUM QUALIFICATIONS:

Education: High school diploma or the equivalent.

Experience: 4 - 5 years of full-time or equivalent part-time paid experience.

Education & Experience Substitution: An Associate's degree from an accredited four-year college or university may be substituted for up to 2 years of the required experience.

Certificates, Licenses, Registrations: Must maintain a current certification as WEAPON terminal operator (recertification every two years).

CLASS TITLE: Capitol Police Officer

DISTINGUISHING CHARACTERISTICS:

These positions provide full performance level law enforcement and police work, involving the safeguarding of the public, state employees and state property. Work involves patrol and investigative duties. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs all law enforcement efforts, investigation of complaints and accidents; patrols the Capitol Complex and other state facilities as legally required of, and permitted to, members of the division.
- Submits all records and reports to the shift commander and shall be responsible for the form completeness and quality of all reports.
- Notifies Shift Commander or, in their absence, the proper authority, upon discovery or receipt of information, regarding any information of extraordinarily serious incident or crime, riot, civil disturbance, willful disruption of governmental processes, or other such emergency situation.
- Serves as liaison to the Governor's Office, Capitol Complex employees and the general public.
- Documents, routes and disseminates all messages, information and citizen complaints.
- Observes division rules, regulations and other division directives and ensures proper personal appearance.
- Observes established division chain of command.
- Responsible for the general appearance, maintenance and security of all division owned or leased facility or office area assigned to or occupied.
- Responsible for the proper usage of all expendable supplies and equipment and the proper use, care and maintenance of all division owned or maintained transportation equipment.
- Responsible for the proper use, maintenance, necessary replacement and security of all personal issued general equipment and individual issue equipment.
- Responsible for the proper identification and security, in accordance with division rules and regulations and policies and procedures governing same, of all criminal evidence recovered, collected or otherwise obtained and stored or maintained by the division.
- May serve as Acting Shift Sergeant when designated by the Shift Sergeant.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state and federal laws and regulations relating to law enforcement.
- Knowledge of appropriate means of exercising force against offenders.
- Ability to operate police equipment and firearms.
- Ability to operate and maintain electronic security equipment.
- Ability to take prompt effective action in time of crisis.
- Ability to communicate clearly and effectively with public officials and the general public.

MINIMUM QUALIFICATIONS:

Education: High school diploma or the equivalent.

Experience: None

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Must be at least 21 years old. Must also have successful completion of the professional training required for police officers at the West Virginia State Police Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Governor's Committee on Crime, Delinquency and Correction law enforcement training subcommittee as meeting the minimum standards of a basic police officer.

CLASS TITLE: Capitol Police Officer, Sergeant

DISTINGUISHING CHARACTERISTICS:

These positions, under limited supervision, perform administrative duties, planning, conducting and monitoring all operations occurring within their shifts. Through direct supervision, they ensure the efficient operation of the division personnel under their commands. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Prepares work schedules of all members and civilian employees within assigned shift.
- Oversees ensures the accuracy and professionalism of officers' performance in their assigned duties; the proper care and use of division issued; owned or leased property; and for the maintenance of discipline on the part of all members assigned to their shift.
- Conducts performance evaluations for all subordinate members and makes written recommendations for promotions, demotions, or other disciplinary action.
- Participates in law enforcement, security and safety efforts, investigates criminal and other complaints, vehicle and other accidents; patrols all areas of the capitol complex and all other duties and responsibilities as legally required of, and permitted to, members of the division.
- Ensures the observance of division rules, regulations, policies, and other division directives both oral and written by all members and civilian employees assigned to his/her command and ensures the proper personal appearance of all members and civilian employees.

- Ensures the observance of the established division chain of command by all members and civilian employees assigned to his/her command.
- Prepares and submits written reports to the deputy director of any misconduct, failure in the performance of duty, disobedience of orders, violation of any division policy, rule, regulation, or other directive, or any other action or lack of action on the part of any member.
- Reviews reports for compliance and responsible for the submission, form, completeness and quality of all reports submitted by members; compiles and submits a safety/security analysis report; maintains all records and reports required of them and their subordinates by division policy, rules, regulations and other directives; maintains detailed shift duty log, accounting for all personnel assignments and documenting all incidents, complaints and messages.
- Notifies Division Lieutenant, upon discovery or receipt of information, regarding any information of extraordinarily serious incident or crime, riot, civil disturbance, willful disruption of governmental processes, or other such emergency situation.
- Responsible for the general appearance, maintenance and security of all division offices, buildings and grounds.
- Responsible for the proper storage, maintenance and security of all evidence stored or maintained by members under his/her command.
- such as accident reports, incident reports, investigations, arrests, and other special assignments.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state and federal laws and regulations relating to law enforcement.
- Knowledge of appropriate means of exercising force against offenders.
- Ability to supervise and direct the work of others.
- Ability to operate police equipment and firearms.
- Ability to operate and maintain electronic security equipment.
- Ability to take prompt effective action in time of crisis.
- Ability to communicate clearly and effectively with public officials and the general public.

MINIMUM QUALIFICATIONS:

Education: High school diploma or the equivalent.

Experience: 8 - 10 years of full-time or equivalent part-time paid experience as a certified law enforcement officer, which 2 years was in a supervisory law enforcement capacity.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Successful completion of supervisory and management training and the professional training required for police officers at the West Virginia State Police Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Governor's Committee on Crime, Delinquency and Correction law enforcement training subcommittee as meeting the minimum standards of a basic police officer.

CLASS TITLE: Capitol Police Officer, Lieutenant

DISTINGUISHING CHARACTERISTICS:

These positions, under limited supervision, perform administrative and managerial duties, planning, conducting and monitoring all shift operations within an area of assigned responsibility. They supervise division personnel and civilian employees assigned to their commands. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Coordinates all enforcement/security efforts relating to the reporting and investigation of security concerns, safety issues, criminal activity, and other complaints as well as vehicle and other accidents.
- Facilitates the exchange of law enforcement information with the West Virginia State Police, municipal, county, and federal police agencies operating within the Division's jurisdiction.
- Participates in law enforcement, security and safety efforts; investigates criminal complaints, vehicle and other accidents; patrol all areas of the Capitol Complex.
- Conducts security and safety assessments and training seminars.
- Conducts performance evaluations for all subordinate members and makes written recommendations for promotions, demotions, or other disciplinary action.
- Responsible for the observance of division rules, regulations, policies, and other division directives both oral and written by all members and civilian employees assigned to his/her command and ensures the proper personal appearance of all members and civilian employees.
- Responsible for the observance of the established division chain of command by all members and civilian employees assigned to his/her command.
- Prepares and submits written reports to the Deputy Division Director of any misconduct, failure in the performance of duty, disobedience of orders, violation of any division policy, rule, regulation, or other directive, or any other action or lack of action on the part of any member; reviews reports for compliance and responsible for the submission, form, completeness and quality of all reports submitted by members.
- Responsible for the general appearance, maintenance and security of all division offices, buildings and grounds.
- Responsible for the proper use, maintenance, necessary replacement and security of all general equipment assigned to and used by members; responsible for the proper use, care and maintenance of all division owned, leased, or maintained transportation equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of security and safety trends.
- Knowledge of state and federal laws and regulations relating to law enforcement.
- Knowledge of appropriate means of exercising force against offenders.
- Ability to supervise and direct the work of others.
- Ability to operate police equipment and firearms.

- Ability to analyze security problems and recommend feasible and effective solutions.
- Ability to operate and maintain electronic security equipment.
- Ability to take prompt effective action in time of crisis.
- Ability to communicate clearly and effectively with public officials and the general public.

MINIMUM QUALIFICATIONS:

Education: High school diploma or the equivalent.

Experience: 10 - 12 years of full-time or equivalent part-time paid experience as a certified law enforcement officer, which 3 years was in a supervisory law enforcement capacity.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Successful completion of supervisory and management training and the professional training required for police officers at the West Virginia State Police Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Governor’s Committee on Crime, Delinquency and Correction law enforcement training subcommittee as meeting the minimum standards of a basic police officer.

CLASS TITLE: Law Enforcement Specialist

DISTINGUISHING CHARACTERISTICS:

These positions oversee the operations of a specific law enforcement program such as WEAPONS, certifications, or armorers. They may have supervisory and/or budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs more complex or sensitive criminal justice systems assignments.
- Reviews applications from law enforcement/criminal justice agencies for inclusion in WEAPON system. Recommends denial/approval of application to communications officer; coordinates installation of new user agencies to WEAPON system or removal of an agency from the system; assists users in correcting problems relating to WEAPON system; assists field operators with operational problems.
- Coordinates the maintenance and repair of all firearms; writes specifications for weapons platforms; may testify in court.
- Plans, organizes, and coordinates complex projects or grants in the area of assignment; presents the results of research studies and relevant conclusions to the Legislature, criminal justice professionals and the public.
- Identifies complex criminal justice system development needs through meetings with state and local government officials, community leaders, and private sector parties, and by collecting and reviewing relevant criminal justice data.
- Leads new personnel and others on the work of the unit; assists Instructor/Auditor in WEAPON training of Telecommunicators and user agency coordinators.

- Reviews grant applications for accuracy; assists grantees in developing and maintaining grant management systems for financial records and monthly reports; monitors the administration of state and local criminal justice grants to assure compliance with grant requirements.
- Monitors criminal justice agencies for compliance with applicable state and federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of NCIC and WEAPON operating and code manuals.
- Knowledge of Division of Public Safety policies and procedures relating to use of NCIC and NLETS.
- Knowledge of multiple weapons platforms.
- Knowledge of data collection, compilation and analysis procedures, and techniques.
- Knowledge of the grant process and the ability to develop grant programs and plans.
- Knowledge of statistical, spreadsheet and other relevant computer software applications.
- Ability to retain and summarize information and to relay sometimes critical information clearly, promptly and accurately.
- Ability to review grant applications and other records for accuracy and compliance with established guidelines.
- Ability to repair firearms.
- Ability to train, supervise, and evaluate others; train local officials and interested parties in grant administration and application procedures.
- Ability to review grant applications and other records for accuracy and compliance with established guidelines.
- Ability to design and implement complex scientific research projects.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s degree from a regionally accredited college or university.

Experience: 3 - 4 years of full-time or part-time equivalent paid professional experience in area of assignment.

Education & Experience Substitution: A master’s degree from a regionally accredited college or university may substitute for one year of the required experience.

Certificates, Licenses, Registrations: May be required to maintain a current certification as a WEAPON terminal operator.

CLASS TITLE: Law Enforcement Manager

DISTINGUISHING CHARACTERISTICS:

These positions assist the Director in overseeing the daily operations of the uniformed services in the Division of Protective Services, planning, directing and organizing programs, functions and activities. They oversee the uniformed officers in the division through direct supervision. These positions have input into setting a budget and are responsible for staying within an assigned budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Manages day-to-day operations of the agency and uniformed service in the director's absence.
- Represents the director at various functions and meetings.
- Recommends and coordinates safety and security needs and oversees investigation of criminal activity and other complaints for the state capitol complex and other state facilities.
- Recommends, develops and implements policies and procedures governing the operation of the division.
- Plans, organizes and directs the work of subordinates.
- Ensures proper training of police force.
- Monitors any contractors for security and other services and assures compliance with terms and conditions of contracts.
- Recommends, prepares and revises the division's budget.
- Prepares and reviews reports and other documents regarding the operation of the division, as necessary.
- Conducts counter surveillance searches.
- Installs and/or supervises installation of surveillance equipment in conjunction with criminal investigations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Law Enforcement Training Standards as established by the Governor's Committee on Crime, Delinquency and Correction.
- Knowledge of state and federal laws and regulations relating to law enforcement.
- Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling, budgeting, and reporting.
- Ability to develop, manage and direct the activities of employees.
- Ability to analyze security problems and recommend feasible and effective solutions.
- Ability to communicate clearly and effectively with public officials, the general public and the news media.
- Ability to install, operate and monitor electronic surveillance equipment owned or in possession of the Division of Protective Services.
- Ability to conduct/supervise technical countermeasure/counter surveillance searches.
- Ability to conduct audio and video tape examinations.
- Ability to test and recommend for purchase equipment relating to technical and/or electronic surveillance.
- Ability to suggest and design security and fire alarm systems as requested.

MINIMUM QUALIFICATIONS:

Training: Bachelor's degree from a regionally accredited college or university.

Experience: 10 - 12 years of full-time or equivalent part-time paid experience as a law enforcement officer, which 3 years was in a supervisory law enforcement capacity and 3 years was in technical electronic counter surveillance detection.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Successful completion of supervisory and management training and the professional training required for police officers at the West Virginia State Police Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Governor's Committee on Crime, Delinquency and Correction law enforcement training subcommittee as meeting the minimum standards of a basic police officer. A minimum of 3 years of experience relating to technical and electronic surveillance training. Certified training is recommended.

CLASS TITLE: Biometrics Technician

DISTINGUISHING CHARACTERISTICS:

These positions perform at the trainee level in fingerprint analysis, utilizing the Automated Fingerprint Identification System (AFIS). Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Learns to receive, scan, merge data, acquire and conduct searches of fingerprint images from submissions through the West Virginia Automated Criminal History (WATCH), Biometric Identification Solution (BIS), and the Automated Fingerprint Identification System (AFIS).
- Learns to correctly identifying whether each biometrics submission does or does not have an existing record.
- Learns to compare and verify fingerprints, through use of fingerprint ridge detail; determines match/non-match; retains fingerprint images in database.
- Learns to identify and classify fingerprints according to the Henry Classification System and through the use of the AFIS system.
- Converts criminal and applicant ten-print cards into a digital format for the use with the AFIS.
- Rolls full sets of fingerprints.
- Update records and files by consolidation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fingerprint identification, verification and classification techniques and procedures.
- Knowledge of the Henry system of classifying fingerprints and use of the AFIS system.
- Knowledge in the use of AFIS and criminal history related software and hardware.
- Knowledge of federal statutes regarding the release of personal private information and criminal history records.
- Acquires the skill in the classification, identification, verification and matching of fingerprints and fingerprint images.
- Acquires the skill in the use of AFIS and criminal history related software and hardware.
- Acquires the ability to identify and interpret fingerprint data accurately.
- Acquires the ability to use biometric and criminal history software and hardware.

- Ability to maintain efficient working relationships with law enforcement agencies requesting information.
- Ability to communicate effectively with the general public.
- Ability to perform tedious, repetitive work requiring sustained and continuous visual attention to achieve a high degree of accuracy.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard high school or the equivalent.

Experience: 0-2 years of full-time or equivalent part-time paid general work experience.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Biometrics Associate

DISTINGUISHING CHARACTERISTICS:

These positions perform full-performance-level work in fingerprint analysis, utilizing the Automated Fingerprint Identification System (AFIS). They work under a Fingerprint Specialist. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Receives, scans, merges data, acquires and conducts searches of fingerprint images from submissions through the West Virginia Automated Criminal History (WATCH), Biometric Identification Solution (BIS), and the Automated Fingerprint Identification System (AFIS).
- Compares and verifies fingerprints, through use of fingerprint ridge detail; determines match/non-match; retains fingerprint images in database.
- Identifies whether each biometrics submission does or does not have an existing record.
- Identifies and classifies fingerprints according to the Henry Classification System and through the use of the AFIS system.
- Converts criminal and applicant ten-print cards into a digital format for the use with the AFIS.
- Rolls full sets of fingerprints.
- Update records and files by consolidation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fingerprint identification, verification and classification techniques and procedures.
- Knowledge of the Henry system of classifying fingerprints and use of the AFIS system.
- Knowledge of federal and state statutes regarding the release of criminal records.
- Knowledge in the use of AFIS and criminal history related software and hardware.
- Skill in the classification, identification, verification and matching of fingerprints and fingerprint images.

- Skill in the use of AFIS and criminal history related software and hardware.
- Ability to identify and interpret fingerprint data accurately.
- Ability to maintain efficient working relationships with law enforcement agencies requesting information.
- Ability to communicate effectively with the general public.
- Ability to perform tedious, repetitive work requiring sustained and continuous visual attention to achieve a high degree of accuracy.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard high school or the equivalent.

Experience: 0-2 years of full-time or equivalent part-time paid experience in fingerprint classification.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Biometrics Specialist

DISTINGUISHING CHARACTERISTICS:

These positions perform full-performance-level work in fingerprint analysis, utilizing the Automated Fingerprint Identification System (AFIS). They train other employees, distribute work assignments and review/approve completed work. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Makes work assignments; reviews and verifies the identifications of other fingerprint technicians' work; trains other employees.
- Receives, scans, merges data, acquires and conducts searches of fingerprint images from submissions through the West Virginia Automated Criminal History (WATCH), Biometric Identification Solution (BIS), and the Automated Fingerprint Identification System (AFIS).
- Compares and verifies fingerprints, through use of fingerprint ridge detail; determines match/non-match; retains fingerprint images in database.
- Identifies whether each biometrics submission does or does not have an existing record.
- Identifies and classifies fingerprints according to the Henry Classification System and through the use of the AFIS system.
- Transmits fingerprint images from the AFIS database to the FBI database.
- Provides technical assistance to lower-level fingerprint technicians; trains new employees in the procedures; reports progress and capabilities to the section supervisor.
- Verifies all fingerprint cards to be returned to the contributor.
- Locates and disseminates criminal records to authorized persons.
- Determines the need for supplies and forwards information to the section supervisor for requisition.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fingerprint identification, verification and classification techniques and procedures.
- Knowledge of the Henry system of classifying fingerprints and use of the AFIS system.
- Knowledge of federal and state statutes regarding the release of criminal records.
- Knowledge in the use of AFIS and criminal history related software and hardware.
- Skill in the classification, identification, verification and matching of fingerprints and fingerprint images.
- Skill in the use of AFIS and criminal history related software and hardware.
- Ability to identify and interpret fingerprint data accurately.
- Ability to maintain efficient working relationships with law enforcement agencies requesting information.
- Ability to make assignments and review work.
- Ability to communicate effectively with subordinates and the general public.
- Ability to perform tedious, repetitive work requiring sustained and continuous visual attention to achieve a high degree of accuracy.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard high school or the equivalent.

Experience: 2-3 years of full-time or equivalent part-time paid experience in fingerprint classification.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Biometrics Supervisor

DISTINGUISHING CHARACTERISTICS:

These positions perform full-performance-level work and in a supervisory role in fingerprint analysis, utilizing the Automated Fingerprint Identification System (AFIS). Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs and oversees activities of staff to ensure effectiveness of the unit.
- Instructs in the proper techniques for examining and taking fingerprints, fingerprint images, and biometric images.
- Interviews applicants and recommends those selected for employment.
- Evaluates the performance of employees.
- Schedules and approves leave.
- Insures that employees are aware of and comply with departmental rules, regulations and policies.
- Coordinates the activities of the section with other sections within the unit.
- Makes final decision on necessity of returning illegible fingerprints to contributor.

- Analyzes the most difficult fingerprint images or those where special or confidential handling is indicated.
- May take rolled, inked fingerprints.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fingerprint identification, verification and classification techniques and procedures.
- Knowledge of the Henry system of classifying fingerprints and use of the AFIS system.
- Knowledge of federal and state statutes regarding the release of criminal records.
- Knowledge in the use of AFIS and criminal history related software and hardware.
- Skill in the classification, identification, verification and matching of fingerprints and fingerprint images.
- Skill in the use of AFIS and criminal history related software and hardware.
- Ability to identify and interpret fingerprint data accurately.
- Ability to effectively supervise the activities of subordinates.
- Ability to maintain efficient working relationships with law enforcement agencies requesting information.
- Ability to communicate effectively with subordinates and the general public.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard high school or the equivalent.

Experience: 4-5 years of full-time or equivalent part-time paid experience in fingerprint classification.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A