



FORCE PROTECTION LEADER

5521

GENERAL DESCRIPTION OF CLASS

The FORCE PROTECTION LEADER directs an armed security team that protects state and federal property, personnel and essential operational resources on an Oregon Air National Guard Installation. Employees carry semi-automatic and personal protection weapons, and work in cooperation with military security personnel to maintain order and discipline. They protect mission essential (military aircraft) and non-essential resources or property. The Force Protection Leader is the on-scene commander when responding to potential or hostile threats against United States Air Force mission essential resources.

Employees in this class do lead work such as giving constructive comments to team members about their performance, assigning work tasks, and giving an assessment of staff performance to the supervisor. The employee gives daily briefings and orients new security force members on techniques, duties and responsibilities. They also do the same work activities as the Force Protection Officer.

DISTINGUISHING FEATURES

This is the second level of a two-level series. Employees lead the work of a security response team. Employees at this level analyze program information, regulations and procedures. Employees use this information to direct others in work situations or to do their work. Employees carry firearms, and based on procedures and personal judgment, decide the conditions under which to use their firearms, or other force procedures to remedy an immediate danger. These decisions could result in bodily injury or death to other individuals or themselves.

The class is distinguished from the lower level class of Force Protection Officer by the regular assignment of lead worker duties. Employees use an extensive knowledge of regulations, policies and procedures to direct others; analyze security situations; and decide appropriate actions. This further distinguishes the two classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not meant to be inclusive and are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below or other related duties.

1. Patrol Leadership Duties

Oversee and direct security response team members while on patrol to verify employees follow proper procedures. Direct the actions of employees when deployed to security incidents. Prioritize and direct work assignments. Explain daily and new procedures to security response team members. Orient new employees to facility locations, building content, duties and requirements; verify employees understand procedures. Train employees on proper response procedures for controlled and restricted areas, or routine security situations. Correct the actions of employees that do not follow procedures. Interpret and explain to employees' installation regulations, directives and procedures. Clarify duties and responsibilities to team members. Verify that employee duties are completed timely and according to procedure. Give information about employee performance to supervisors.

2. Patrol and Enforcement

Enforce regulations and patrol facilities and installation grounds with other security force members or individually; verify security of state and federal property and other resources. Patrol aircraft parking

aprons and restricted areas to protect military aircraft. Decide appropriate force procedures according to directives or situation. Direct immediate armed response of other security force personnel and serve as on-scene commander in situations involving alarm activations; neutralize threat to state and federal property and resources. Inspect property for proper security measures. Challenge and apprehend individuals; detain individuals until the transfer of custody to civilian law enforcement officials. Control installation entry or exit access by enforcing requirements. Search individuals, vehicles, equipment and other property for unauthorized or dangerous materials.

3. Miscellaneous

Secure crime and incident scenes; interview suspects, witnesses, and victims; photograph, sketch and measure areas; prepare reports summarizing gathered information. Maintain event log of pertinent activities including date and time, known persons involved and names of any witnesses. Provide protective measures for Presidential and other visiting dignitaries. Identify hazardous or unsafe areas, respond to hazardous spills and secure areas in support of fire personnel. Provide armed responses in the event of a hostage situation. Evacuate buildings; implement control procedures in event of hijacking threat.

RELATIONSHIP WITH OTHERS

Employees in this class have regular daily in person contact with a wide variety of personnel. Contact with others ranges from giving information to apprehension. There is occasional contact in person or by telephone with law enforcement officials in situations where formal charges need to be filed against an individual or persons.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a manager. Work is assigned by a supervisor and updated both orally and in writing. Work is reviewed for accuracy, timeliness and the exercise of good judgment.

Employees use state and federal guidelines, directives and procedures to do their work. These guidelines detail authority, jurisdiction and steps to follow when patrolling and when working with other security personnel.

GENERAL INFORMATION

Employment in this class is subject to contact with hostile groups or individuals and requires a willingness to carry and use a variety of weapons. Employees work a variety of shifts and days off, work outside in all weather conditions and walk, run, climb stairs, ladders and stand for prolonged periods of time. Positions require a willingness to work alone in empty buildings or isolated areas, and work in areas with loud background noise and aircraft exhaust.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Equipment, policies, procedures and strategies that promote effective security operations for the protection of people, data, property and institutions.
Practices and techniques of firearm safety.

General knowledge of:

Techniques needed to administer temporary medical aid to injured individuals until medical personnel arrive.
Methods and regulations of safe vehicle operation for the type of vehicle(s) associated with the position.
Operation, transmission and broadcasting methods of telecommunication systems.

Basic knowledge of:

Techniques and methods of training, time management, motivating and directing others.
Group behavior and dynamics, ethnicity and cultural influences affecting human behavior.
Typical office or administrative file, record and report systems.
Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill to:

Motivate, develop and direct people as they work, identifying the best people for the task at hand.
Manage one's own time and the time of others.
Teach others how to do something.
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Be aware of others' reaction, understand why they react as they do and predict typical human behavior in stressful situations.
Talk to others to effectively convey information.
Give full attention to what other people are saying, take time to understand their points of view, ask appropriate questions and not interrupt at inappropriate times.
Consider the relative costs and benefits of potential actions and choose the most appropriate one(s).
Communicate, in writing, concise and accurate reports of direct observations so others will understand.
Read and understand written sentences and paragraphs in work related documents.
Adjust actions in relation to others' actions.
Communicate information and ideas verbally so others will understand.
Deal effectively with hostile, angry or confused people in crisis or adverse conditions.
Quickly respond (with the hand, finger or foot) to a signal (sound, light, picture) when it appears.
Combine pieces of information to form general conclusions including finding a relationship among seemingly unrelated events.
Listen to and understand information and ideas presented through spoken words and sentences.
Handle complaints and settle disputes or disagreements.
Apply and explain written instructions, regulations and policies.
Recognize suspicious, threatening or unusual behavior in the current situation or events.
Interview others to solicit useful information.
Maintain personal composure under adverse or stressful conditions.
Use effective armed, physical or nonphysical enforcement techniques based on the situation, instructions and procedures.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/03

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division