STATE OF INDIANA CLASSIFICATION SPECIFICATION	**Class Title:** Airfield Security Chief		**Class Code:** 005CF0
	FLSA Status: Non-Exempt	**Salary Schedule:** POLE	**Effective Date:** 4-30-13
	Summary The primary purpose of the Airfield Security Chief is to conduct the day to day overall supervision of an installation or an assigned facility or location in coordination with the command Physical Security Officer or Installation Chief of Security Forces (ICSF) as designated; provide administrative support duties as directed or required by designated higher authority and to maintain law and order, preserve the peace, and protect the lives of incumbents, soldiers and airmen, and individuals visiting Indiana National Guard facilities; and to protect federal and state property from sabotage, espionage, domestic or international terrorist attack, theft, fire, and accidental or willful damage and destruction. Federal property includes assets that have been determined to be inherently dangerous to others (i.e. weapons, ammunition, explosives, etc; United States Army operational resources (vehicles and equipment); and classified information which has been designated as vital to our national security interests in accordance with Section 797 of title 50, United States Code (U.S.C.) (Section 21 of "The Internal Security Act of 1950" Title 50, U.S.C. 703) by the Army.		

Duties:

- Control entry to and egress from the location via designated access or entry/exit control points (ACP);
- Conduct vehicle inspections in support of the installation security program;
- Patrol and protect location perimeters, Mission Essential or Vulnerable Areas (MEVA), and equipment storage areas to detect and deter unauthorized entry;
- Monitor Electronic Security Systems (ESS) and devices including Automated Access Control Systems (AACS), Closed Circuit Television (CCTV), Intrusion Detection Systems (IDS) and Security Control Center (SCC) when applicable and initiate appropriate response forces;
- Provide administrative support to unit Security Force Operations;
- Provide other service necessary to secure resources and personnel as approved by NGB-ARO-FP or the Installation Defense Council (IDC);
- Operate both as a member of a team and independently at incidents of uncertain duration;
- Tolerate environmental extremes while performing duties (dependent on local climate). Must perform physically demanding work in hot and humid (up to 100 percent humidity) atmosphere while wearing duty equipment and personal protective equipment, which may significantly impair body-cooling mechanisms;
- Experience frequent transition from hot to cold and from humid to dry atmospheres;
- Perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, or leaves;
- Work in areas where sustaining traumatic or thermal injuries are possible;
- Ability to properly and effectively wear or use personal protective equipment, including that used to prevent exposure to chemical, biological, or radiological agents;
- Face exposure to infectious agents, such as Hepatitis B or Human Immunodeficiency Virus (HIV);
- Wear personal protective equipment weighing approximately 30 pounds while performing emergency tasks;
- Perform physically demanding work while wearing a protective mask, which increases the resistance of inhalation and reduces the efficiency of air exchange;

- Perform complex tasks during life-threatening emergencies;
- Work for long periods of time, requiring sustained physical activity and intense concentration;
- Make life or death decisions during emergency conditions;
- Be exposed to grotesque sights and smells associated with major trauma and burn victims;
- Make rapid transitions from rest to near maximum exertion without warm-up periods;
- Freedom from frequent episodes of pain or inability to perform work or sudden incapacitation;
- Ability to maintain balance under adverse conditions, weight loads, and at above ground heights, and maintain body flexibility;
- Operate in environments of high noise, poor visibility, limited mobility, above-ground heights, and in closed or confined spaces;
- Use manual and power tools in the performance of duties;
- Rely on sense of sight, hearing, smell, and touch to help determine the nature of the emergency; maintain personal safety; and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation;
- The ability to identify colors and read placards and street signs or see and respond to imminently hazardous situations in less than standard visual lighting conditions;
- The ability to temporarily perform minimum required duties in the event eyeglasses are broken or displaced by emergency activity;
- Ability to verbally communicate effectively under noisy circumstances with a potential for voice obstruction by personal protective equipment;
- Ability to distinguish low intensity voice sounds from background noise in order to respond to imminently hazardous situations;
- Ability to work in closed or confined spaces;
- Ability to judge distances closer than 13 feet demonstrated, either by testing of depth perception or by a practical field test;
- Ability to direct traffic or perform crowd control;
- Drag, carry, lift and or pull a person to safety;
- Use physical force to prevent unauthorized entry;
- Prolonged standing and or sustained patrol on foot or in a vehicle;
- Sustained pursuit of suspect;
- Dodging, crawling, climbing, and or rapid ascent of stairs;
- Perform the above wearing duty equipment and personal protective equipment under adverse environmental conditions;

Performing the above requires—

- The ability to be stable with regard to consciousness and the control of voluntary motor functions and have the functional capacity to respond appropriately to routine and emergency situations of the job;
- The ability to maintain mental alertness, deductive, and inductive reasoning, memory, and reliable judgment;
- Acuity of senses and ability of expression sufficient to allow essential, accurate communication by written, spoken, audible, visible, or other signals while using required personal protective or other equipment;
- Adequate motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity.

Job Requirements:

- Basic character traits of honesty, courtesy, tact, cooperation, personal appearance, and bearing are important factors required; Integrity, dependability, and good mental and physical fitness also are required of such personnel;
- Must have a high school diploma or equivalent (GED);

- Must have 6 years of military or civilian law enforcement or security experience in a supervisory role; substitution: accredited college training may substitute for the required experience on a year for year basis;
- Must never have been convicted by civilian or military court except for minor traffic violations or similar infractions; or, no drug or alcohol abuse within two (2) years preceding proposed employment; other convictions are addressed on an individual basis;
- Working knowledge in administrative duties and responsibilities and the ability to operate a computer and experience with standard windows operating system and software;
- Must obtain and retain a favorable National Agency Check (NAC) as a condition of employment;
- Take and pass the Physical Ability Test (PAT) in accordance with AR 190-56 to demonstrate physical ability to perform the essential functions;
- Undergo initial and periodic medical evaluation assessing the ability to take the PAT and to perform the essential functions with or without reasonable accommodation;
- Must be willing to undergo voluntary drug testing;
- Must possess and maintain a valid Indiana Driver's License, and may be required to obtain and maintain a military driver's license to operate assigned security vehicles;
- Must successfully complete initial and recurring in-service training requirements as established by local commands to ensure proficiency in guard skills and remain current in state and federal doctrine; complete initial and annual CPR recertification and First Aid training;
- Ability to work shifts, overtime, and weekends, as required;
- Required to wear the prescribed uniform and maintain a high state of appearance and hygiene while performing security duties to ensure ready identification and as an emblem of authority;
- Be able to wear chemical protection equipment.

Difficulty of Work:
The work generally is routine in exercising duties to provide access control or performing patrols, but can be hazardous. Officers must be constantly alert for threats to personnel or property in the form of sabotage, espionage, domestic or international terrorist attack, theft, fire and accidental or willful damage and destruction.

Responsibility:
Procedures, instructions, and a number of specific guidelines for doing the work have been established by the organization and are readily available to the incumbent.

Guidelines are supplemented as needed by special instructions, methods, techniques, and procedures for handling demonstrations, bomb threats or other kinds of life threatening activities, including building evacuations in case of fires or other emergencies. The number and relationship of guidelines requires the incumbent to use judgment in identifying and applying the proper procedures and techniques for application to specific actions when protecting property or assisting people. The incumbent also exercises judgment in making minor deviations from available guidelines according to the specific circumstances encountered at the scene of activity. Unless prevented by the emergency nature of an incident, Incumbent proposals to significantly deviate from established guidelines are referred to the shift supervisor.

The incumbent uses personal initiative in carrying out recurring assignments independently without specific instructions about how to do the work or the precise methods to apply. The incumbent is expected to call for backup or to otherwise seek supervisory assistance and advice in case of life threatening emergencies or in the event of unusual problems or unfamiliar situations which are not covered by existing instructions or procedures.

Completed work is reviewed for technical adequacy, adherence to standard procedures and methods, and compliance with special instructions. Review of the work increases with more difficult assignments if the Incumbent has not previously performed similar assignments.

Airfield Security Chiefs may prepare annual Financial Plans providing funding for salaries, benefits, uniforms, training fees, and other authorized expenses; manage these funds and submits payrolls and reports to show how funds are forecasted, allocated, and executed.

The Airfield Security Chief manages overall assignments for the installation ensuring minimum manning requirements are met establishing work schedules and mandatory overtime to accomplish operational needs based on threat level. The Security Chief provides briefing and instructions to the Sergeants commonly include information and general instructions regarding shift operations. They provide additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available.

Interviews applicants and makes selection recommendation, sets incumbent performance standards, conducts incumbent performance evaluations, approves leave requests and approves incumbent attendance reports and completes Employer Report of Injury when necessary; Counsels incumbents, administers necessary discipline up to reprimand, recommends to higher command disciplinary actions of suspension, demotion and/or dismissal; Responsible to ensure compliance with all appropriate personnel rules, policies; supports affirmative action programs, Americans with Disabilities Act (ADA), and ensures a work environment free of any harassment or discrimination.

Chiefs serve as Security Response Teams (SRTs) Leaders to provide immediate response to alarms generated from personnel and incidents. If investigation of the alarm reveals a hostile threat to national security assets, SRTs take action to neutralize the threat.

Personal Work Relationships:
Contacts are with subordinates, peers, supervisors, government officials, outside law enforcement agencies and the public. Contacts are for the purpose of either: 1) discussing work efforts for providing or receiving services; to exchange factual information about work operations and personnel management matters; and to provide required proficiency training, advice, and guidance to subordinates, and (2) to protect persons and property on the installation. This is typically accomplished through interpretation of what is required to assure cooperation and compliance with laws and regulations.

Physical Effort:
The work requires regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities. Incumbents engage in such exertions when responding to alarms, pursuing suspects, or participating in training activities, climbing stairs, or walking foot patrols in and around large buildings. The work regularly involves lifting and carrying of heavy objects of 50 pounds or less.

Minimum physical ability requirements are as follows:

- Pushups, execute 19 pushups in two minutes. Conduct the pushup in accordance with FM 21–20. The event demonstrates core strength and capacity used in defensive tactics and is important for rescues and use of force situations.
- Run, 1.5 miles (2.41 km) in 17:30 minutes. The procedures for the 1.5-mile run are the same procedures as the 2-mile run in FM 21–20, even though the distances differ. The event serves to assess cardio respiratory and leg-muscle endurance.

Minimum physical ability requirements are related to the individual's job requirements because they provide relative measures of the individual's preparedness to perform physically demanding tasks in unusual or emergency situations.

Working Conditions:
Duties are generally performed within the physical boundaries of the military installation. However, periodically, the incumbent may be required to patrol outside the physical boundaries of the facility along fences, property lines, or on adjacent roads and streets under negotiated cooperative action agreements with local law enforcement authorities who typically have concurrent jurisdiction.

The work is performed in settings in which there is regular and recurring exposure to moderate discomforts and unpleasantness, such as high levels of noise in industrial settings, high temperatures in confined spaces, or adverse weather conditions during extended periods of traffic and patrol duties. The Incumbent may be required to use protective clothing or gear. The work involves moderate risk requiring exercise of safety precautions when working around hazardous materials such as toxic gases, explosives, infectious biological materials, and others that pose a moderate risk of exposure. The work also involves moderate risk and discomfort when working outdoors without shelter or operating vehicles for extended periods of time.