

ATTACHMENT 1 OF EXHIBIT A WEAPONS SCREENER JOB SPECIFICATIONS

DEFINITION

Under immediate supervision, a Weapons Screener performs a variety of security functions such as electronic security/weapons screening, safety, security, controlling and monitoring access of employees, patrons, and the general public at the Superior Court courthouses (hereafter “the courthouses” located at 1035 Palm St. in San Luis Obispo, California and 901 Park St. in Paso Robles, California.

CLASS CHARACTERISTICS

This is a Court Security Officer I as designated by Contractor, with the exception of the Supervising Screener, designated as a Supervisor, Level II or higher.

TYPICAL DUTIES

1. Performs electronic and manual security/weapons screening at the courthouses described above; monitors access to the courthouse, controls access to the courthouse by evidence of proper authorization and identification; requests assistance from Sheriff’s Deputies on duty at the Courthouse when personal restraint is appropriate for the safety of themselves and the protection of others.
2. Serves at a fixed post at the main entrance of the courthouse during the normal hours of operation (7:00am – 5:00pm), with a hour lunch, and paid 15 minute morning and afternoon breaks to be facilitated by Supervising Screener.
3. Responsible for security and safety of courthouse and it’s contents; protects persons and property to prevent the concealment of any goods, weapons, or property of any kind, and theft, unlawful taking, or loss of goods or property.
4. Notifies Sheriff’s Deputies on duty at the courthouse, in connection with violations of Court orders, City or County rules and regulations, suspected criminal violations, property damage, etc.
5. Prepares and maintains records and reports for the Sheriff regarding security incidents occurring at weapons screening stations.
6. Observes and reports potential safety hazards to the Court.
7. All items left by the public (i.e. watches, keys, knives, money, etc.) at the entrance screening stations, will be given by Contractor staff to the Court “Lost & Found”. For the Courthouse Annex, the Court Executive Secretary is responsible the Court “Lost & Found”. For the Paso Branch Courthouse, the Branch Manager is responsible the Court “Lost & Found”. This section concerns “lost” items, Contractor staff are not to “hold” for the public at the public’s request.