



STATE OF IDAHO
invites applications for the position of:

Security Patrol Specialist - OCTC

SALARY: \$18.90 - \$24.57 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 02/03/22
CLOSING DATE: 02/21/22 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification.

ANNOUNCEMENT NUMBER:	22-09-MN
AREA OF CONSIDERATION:	Open to current, enlisted members (E-7 and below) of the Idaho National Guard; or those eligible for membership in the Idaho National Guard.
POSITION TITLE:	Security Patrol Specialist - OCTC
PAY GRADE:	NGA-6
POSITION CONTROL NUMBERS:	TBD * <i>Multiple positions available</i>
CLASS CODE:	29002
SALARY:	\$18.90 to \$24.57 hourly (\$39,311 to \$51,103 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Army National Guard, G3 Directorate – Operations, Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Enlisted
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: SECURITY PATROL SPECIALIST - OCTC
POSITION CONTROL NUMBERS: 1126-1128*, 1129, 1130*, 5511, 5512, 5514, 5516-5519, 5520*, 5521-5522 & 8007-8009
CLASS CODE NUMBER: 29002
SALARY GRADE: NGA-6

INTRODUCTION: These positions are assigned to the G3 Directorate – Operations, Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of these positions is to provide security, monitoring and protection of all IDARNG assets within Gowen Field, the Orchard Combat Training Center (OCTC)—including the Mobilization and Training Equipment Site (MATES) and the Ammunition Supply Point (ASP)—and numerous remote sites throughout the state.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Conducts Orchard Combat Training Center (OCTC) Access Control Point (ACP) operations and vehicle/foot security patrols on ranges, facilities, the Mobilization and Training Equipment Site (MATES), the Ammunition Supply Point (ASP) and all other designated areas within the OCTC, deterring unauthorized access to restricted areas and facilities while protecting designated government assets from theft, vandalism, fire, espionage or any other damage. Reports physical and operational security compliance or non-compliance, vulnerabilities and trends within areas of responsibility.
2. Complies with and enforces all applicable laws, regulations and policies within the OCTC. Serves as a liaison and conduit between the IDARNG and local, state and federal law enforcement officers operating within the OCTC. Applies a broad knowledge of legal jurisdiction, civil rights and applicable laws in dealing with incidents involving active military personnel, reservists, national guardsman, contractors and civilians. Tactfully interfaces and works courteously with all civilians, military members, law enforcement agencies and co-workers.
3. Responds to security, emergency or safety related incidents within the OCTC and takes immediate action to preserve the welfare of those individuals involved, while protecting and securing government assets and crime scenes. Responds to reports of crime within the OCTC and conducts preliminary and follow-up investigations relating to those criminal acts. When necessary, safely detains individuals for subsequent custody by local law enforcement agencies and establishes/maintains a chain of custody on any evidence or seized property.
4. Conducts traffic stops on civilian vehicles that present a safety hazard within the OCTC and conducts traffic enforcement on military vehicles operating within the OCTC who are in violation of posted signage or pose a threat to the physical well-being of themselves or others.
5. Monitors card reader systems, camera/video security systems, intrusion detection systems and communications systems employed within the Security Operations Center (SOC). Identifies and reports issues that degrade or disturb the functional and efficient operation of the integrated security system. Identifies alarms, shortfalls and deficiencies within the integrated security system and take responsive steps to secure assets and correct problems.
6. Uses proper radio and telephonic communication procedures and becomes thoroughly familiar with, and performs, (shift) dispatch duties in accordance with departmental policy. Maintains daily accountability of all sensitive items and assigned equipment.
7. Strictly adheres to Army Regulation 190-14, Chapter 3 (Use of Force), while on duty and when the use of force is warranted. Incumbent must be thoroughly familiar with the employment of deadly force and all restrictions on the use of deadly force, and must comply with Idaho Military Division Standing Rules of Engagement (SROE) and Standing Rules on Use of Force (SRUF) while in a duty status.
8. Maintains a yearly qualification with the assigned duty weapon (firearm), the expandable baton and Oleoresin Capsicum (Pepper Spray). Must be physically capable of performing defensive tactics and physical apprehension/restraining techniques
9. Prepares clear and concise verbal or written reports in a timely manner on incidents and accidents that occur within the OCTC.

10. Meets physical, grooming and uniform standards in accordance with departmental policy and projects a professional and positive appearance at all times while on duty. Maintains high standards of conduct, morality and integrity. Avoids situations on or off duty that could discredit the Idaho Military Division/Idaho National Guard. Arrives at the appointed place of duty in a timely manner with no blood alcohol content and never possesses, uses or maintains illegal drugs.

11. Performs all other related duties or tasks designated by Shift Supervisors or Security Patrol Activities (SPA) Supervisor as necessary or assigned.

SUPERVISORY CONTROLS: The incumbent works under the general supervision of a Shift Supervisor and the Security Patrol Activities Supervisor. Guidelines include policies of the Adjutant General/Commanding General and applicable state and federal regulations, directives and policies. May work independently and must display initiative, tact and good judgment. Incumbent must be capable of resolving most conflicts that arise, while keeping Supervisor(s) informed of actions, progress, controversial issues and conditions with far-reaching implications.

PERSONAL WORK CONTACTS: Contacts include managers, supervisors, members and employees of the Idaho National Guard/Idaho Military Division, civil authorities, fire departments, federal agencies, contracted agencies and other armed forces and civilian personnel.

WORKING CONDITIONS / PHYSICAL EFFORT: Patrol duties are conducted outdoors and in all kinds of weather conditions. Dispatcher and monitor duties are performed in an office environment that is adequately lighted, heated and ventilated. Work will require lifting items, such as equipment or supplies, weighing up to 50 pounds. Prolonged standing may be expected. Incumbent is expected to maintain sufficient physical condition to enable running, jumping or other physical acts which may be necessary during training, emergency responses, crisis intervention or detention of suspects. Approximately 70% of work is performed outdoors in all types of weather conditions. Incumbent may be exposed to dangers associated with live firing of ammunition on ranges and an arid desert environment. The incumbent must be willing to work weekends, varying shifts (days, swings, nights) and be willing to respond to emergencies when needed. Incumbent must submit to and pass initial and periodic security/background checks, and must submit to and pass periodic drug testing. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

FLSA Overtime Code: C (Covered; time and one-half)

EEOC: 105 (Protective Services)

WCC: 7720

NOVEMBER 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment)

- Must be a current, enlisted member (E-7 or below) of the Idaho National Guard; or eligible for membership in the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3,

as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

- Must be capable of operating a manual transmission four-wheel drive vehicle, up to ¾-ton capacity pick-up truck.
- Must have graduated from a Department of Defense/Armed Forces Military Police Academy and have attained the corresponding military occupational specialty, or the Idaho POST Academy (Reserve level II or higher), or have sufficient civilian related police/security experience commensurate with the requirements of the position for which they are being considered.
- This is a Drug Testing Designated Position. Must successfully pass a pre-employment drug test. The incumbent will be subject to random drug testing.
- As a condition of employment, incumbent may be required to take and pass polygraph examinations whenever reasonable suspicion exists that the employee has acted or failed to act in ways which could endanger security, persons or property located thereon, or could constitute a crime. Passing a polygraph examination means obtaining a positive report of truthfulness on all relevant issues.
- Must have previous credible training in weapons safety and be capable of maintaining qualifications in the use of any weapon or force continuum tool required in the performance of duties.
- Must have no prior convictions (including domestic violence) by civilian or military court, except for minor traffic violations or similar infractions.
- Must undergo (at government expense) or have completed (within the prior year) a medical evaluation in accordance with AR 190-56, Appendix C to certify whether the individual is medically fit to perform essential job functions.
- Must present a documented determination from your personal physician stating that you are able to participate in a physical fitness/agility test (PAT) (as described below.) Must submit to and pass the PAT to be eligible for interview and consideration for employment. Must agree to periodic retesting.

****Note:*** During the Physical Fitness/Agility Test, applicants must pass all of the following activities to the minimum standard: 19 push-ups within one minute or less, 19 sit-ups within one minute or less; 1.5 mile run in 17 min 30 sec or less; and shuttle/agility run in 24 sec or less.

****For periodic retesting only:*** If the employee provides documentation from a physician demonstrating that they are medically unable to perform the run, an alternate 2-mile walk in 32 min or less event can be taken in lieu of the 1.5-mile run.

- Must complete, sign and date, and attach to your application the following three forms located under the State Personnel Forms "Security Patrol - OCTC "Physical Fitness/Agility Test (PAT) Form" at the following website <https://inghro.idaho.gov/hr/forms/forms.htm>:
 - Arduous Work Capacity Test Health Screening Questionnaire
 - Release and Hold Harmless Agreement releasing the Idaho Army National Guard and the State of Idaho from liability in the event of any injury or death
 - Informed Consent Form

Knowledge, Skills and Abilities (KSAs)

Applicants must have 6-months of specialized experience performing related duties as specified below.

- Experience conducting security/law enforcement duties including emergency response, detainment and apprehension, force continuum, search and seizure, force protection (physical security) measures, basic investigations, preservation of evidence and crime prevention.
- Demonstrated knowledge and experience in:
 - Communicating at the organizational level, to include the delivery of oral briefings and situational reports.
 - Preparing legible written reports demonstrating logic, focus, and clarity.
 - Tactfully interacting with the general public and effectively communicating with a wide range of personnel.
- Demonstrated experience and ability to monitor card reader systems, camera/video security systems, intrusion detection systems and communication systems.
- Experience and ability to use the Microsoft Office Suite (Word, Excel and PowerPoint) and your ability to work with MS Outlook Express (e-mail correspondence).
- Ability to independently handle stress, deal with unexpected situations and make sound independent decisions.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the attached position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be an enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

5. PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
 Supervisory Human Resource
 Specialist
 Military Division – State Personnel
 Branch

The HRO State Personnel Branch will not forward incomplete application packets for consideration.

SUPPLEMENTAL INFORMATION:

Applications accepted online only. If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #22-09-MN
SECURITY PATROL SPECIALIST - OCTC
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Security Patrol Specialist - OCTC Supplemental Questionnaire

- * 1. **Mandatory Requirement (condition of employment)**: Must be a current, enlisted member (E-7 or below) of the Idaho National Guard; or eligible for membership in the Idaho National Guard.
Provide your military grade, job title, MOS/AFSC and unit of assignment.
If not a current member, but eligible for membership in the Idaho National Guard, please identify if you are willing to enlist/join the Idaho National Guard or complete Interstate Transfer (ITS) if already a member in a different state guard.

- * 2. **Mandatory Requirement (condition of employment)**: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain). DO NOT provide driver's license info here.

- * 3. **Mandatory Requirement (condition of employment)**: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. **Mandatory Requirement (condition of employment)**: Must be capable of operating a manual transmission four-wheel drive vehicle, up to ¾-ton capacity pick-up truck.

Provide written response describing your experience.

- * 5. **Mandatory Requirement (condition of employment)**: Must have graduated from a Department of Defense/Armed Forces Military Police Academy and have attained the corresponding military occupational specialty, or the Idaho POST Academy (Reserve level II or higher), or have sufficient civilian related police/security experience commensurate with the requirements of the position for which they are

being considered.

Provide written response how you meet this condition of employment.

- * 6. **Mandatory Requirement (condition of employment)**: This is a Drug Testing Designated Position. Must successfully pass a pre-employment drug test. The incumbent will be subject to random drug testing.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 7. **Mandatory Requirement (condition of employment)**: As a condition of employment, incumbent may be required to take and pass polygraph examinations whenever reasonable suspicion exists that the employee has acted or failed to act in ways which could endanger security, persons or property located thereon, or could constitute a crime. Passing a polygraph examination means obtaining a positive report of truthfulness on all relevant issues.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 8. **Mandatory Requirement (condition of employment)**: Must have previous credible training in weapons safety and be capable of maintaining qualifications in the use of any weapon or force continuum tool required in the performance of duties.

Provide written response how you meet this condition of employment.

- * 9. **Mandatory Requirement (condition of employment)**: Must have no prior convictions (including domestic violence) by civilian or military court, except for minor traffic violations or similar infractions.

Provide written response how you meet this condition of employment.

- * 10. **Mandatory Requirement (condition of employment)**: Must undergo (at government expense) or have completed (within the prior year) a medical evaluation in accordance with AR 190-56, Appendix C to certify whether the individual is medically fit to perform essential job functions.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 11. **Mandatory Requirement (condition of employment)**: Must present a documented determination from your personal physician stating that you are able to participate in a physical fitness/agility test (PAT) (as described below.) Must submit to and pass the PAT to be eligible for interview and consideration for employment. Must agree to periodic retesting.

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Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 12. **Mandatory Requirement (condition of employment):** Must complete, sign and date, and attach to your application the following three forms located under the State Personnel Forms "Security Patrol - OCTC "Physical Fitness/Agility Test (PAT) Form" at the following website <https://inghro.idaho.gov/hr/forms/forms.htm> - or by email request hrobypass@imd.idaho.gov
- Arduous Work Capacity Test Health Screening Questionnaire
 - Release and Hold Harmless Agreement releasing the Idaho Army National Guard and the State of Idaho from liability in the event of any injury or death
 - Informed Consent Form

Do you certify you have attached the required forms to your application?

☐ Yes ☐ No

- * 13. KSA: **Experience conducting security/law enforcement duties including emergency response, detainment and apprehension, force continuum, search and seizure, force protection (physical security) measures, basic investigations, preservation of evidence and crime prevention.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, what you have actually done, etc.*

- * 14. KSA: **Demonstrated knowledge and experience in:**
- **Communicating at the organizational level, to include the delivery of oral briefings and situational reports.**
 - **Preparing legible written reports demonstrating logic, focus, and clarity.**
 - **Tactfully interacting with the general public and effectively communicating with a wide range of personnel.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, what you have actually done, etc.*

- * 15. KSA: **Demonstrated experience and ability to monitor card reader systems, camera/video security systems, intrusion detection systems and communication systems.**

Provide detailed written response describing your specialized experience performing

related duties to demonstrate that you meet the minimum **6-month** requirement.
Response should be detailed and include specific examples of job duties performed, responsibilities, what you have actually done, etc.

- * 16. KSA: **Experience and ability to use the Microsoft Office Suite (Word, Excel and PowerPoint) and your ability to work with MS Outlook Express (e-mail correspondence).**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement.
Response should be detailed and include specific examples of job duties performed, responsibilities, what you have actually done, etc.

- * 17. KSA: **Ability to independently handle stress, deal with unexpected situations and make sound independent decisions.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement.
Response should be detailed and include specific examples of job duties performed, responsibilities, what you have actually done, provide example, etc.

- * 18. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 19. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

- * Required Question