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**STATE OF MONTANA  
LEGISLATIVE POSITION DESCRIPTION**

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**I. POSITION IDENTIFICATION**

Title: Legislative Security Officer (NEW) Current Salary Band: 7  
Work unit: House or Senate

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**II. ASSIGNED DUTIES AND TASKS**

Position overview:

This position is responsible for ensuring the security of legislators, staff and the public; public relations; responding to incidents that threaten security or safety. The position reports to the Sergeant-at-Arms and does not supervise others.

A. Security and facilities

Maintain adequate security controls, ensure compliance with legislative protocols and communicate with the public and others in the Capitol to maintain security during all legislative proceedings.

B. Incident control

Respond to disruptive behavior, controversial hearings and other incidents to protect the safety of legislators, staff, and the public. The position should refrain from physical contact in all interactions, requiring the use of extensive communication skills to diffuse incidents.

1. Provide a visible presence and crowd control at potentially controversial or high-interest proceedings. This involves keeping abreast of current topics and hearings, assessing crowds to identify potential problems, determining the need for additional personnel or law enforcement involvement, and respond accordingly. Maintain contact with legislative staff and officials to ensure proceedings are going smoothly.
2. Respond to disruptive or inappropriate behavior by approaching the offender and using persuasion to calm them down or remove them from the area without using physical force. Notify the Sergeant-at-Arms and contact local law enforcement authorities, as necessary.
3. Document all incidents of disruptive or criminal behavior to provide information to law enforcement authorities for investigation and prosecution of offenses. This involves recording dates, times, witnesses, events, and other incident-related information. Work closely with the assigned Capital Complex Officer from Helena Police Department to follow up on any incidents.

4. Maintain familiarity with the Capitol Building Emergency Action Plans on evacuation, bomb, natural disaster and other response plans. Carry out plans in the event of these incidents to ensure safety and appropriate responses.
5. Notify health care professionals of medical emergencies and respond with the Capitol Building Emergency Action Team to provide first aid or CPR to the level of their certification.

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### **III. REPORTING REQUIREMENTS**

This position reports to the Sergeant-at-Arms. Work is performed in accordance to established security, disaster response, and related plans and procures.

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### **IV. PERSONNEL MANAGEMENT**

This is a non-supervisory position.

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### **V. WORK RELATIONSHIPS/PERSONAL CONTACTS**

The position involves contacts with legislators, lobbyists, the public, legislative staff, security contractors, and local law enforcement authorities. These contacts are to diffuse hostile and potentially dangerous situations, provide information and directions and relay information ranging from routine messages to witness documentation of criminal incidents. The position also provides public relations and information to the public, legislators and their families, special interest groups, and others. This involves disseminating information, providing customer service, and resolving problems.

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### **VI. WORKING CONDITIONS**

The position will generally work 8 hour shifts and may involve overtime. The position involves extensive walking, standing and stair climbing throughout the Capitol (the position requires being on your feet almost the entire shift), and lifting up to 25 pounds. The position requires the ability to see and hear in crowded situations. The position involves some threat of harm from physical assault. This position is allowed to carry a concealed firearm in the Capitol as provided in MCA 45-8-321.

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### **VII. KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to analyze security problems and recommend feasible and effective solutions.
- Knowledge of public relations and communication techniques including resolving hostile situations and negotiation.
- Knowledge of state and federal laws and regulations relating to law enforcement. Knowledge of restrictions and laws regarding the use of force.
- Knowledge of CPR, First Aid, and disaster and emergency response protocols.

- Ability to establish and maintain effective working relationships with a wide range of individuals with diverse backgrounds. Extensive skill and ability in negotiation and persuasion.
- The ability to react quickly and appropriately and remain calm during potentially dangerous situations.

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**VIII. QUALIFICATION REQUIREMENTS**

(1) The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school and eight years of full-time or equivalent part-time paid experience as a law enforcement or peace officer.

(2) Successful completion of professional training required for peace officers at the Montana Law Enforcement Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Montana Public Safety Officer's Standards and Training Council as meeting the minimum standards of a peace officer (MCA 7-32-303).

(3) Preference is to have additional training in crowd control.

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**IX. APPROVAL AND DATE**

Immediate Supervisor:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Administrative Approval:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_