

PART I

DEPARTMENT OF PERSONNEL SERVICES  
STATE OF HAWAII

8.665

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Class Specifications  
for the Class:SECURITY OFFICER IDuties Summary:

Patrols a regularly assigned area to enforce laws, rules and regulations for the protection and security of property and to maintain a safe environment; investigates violations, apprehends violators, issues citations, makes citizen arrests and reports unusual or irregular conditions; and performs other related duties as assigned.

Distinguishing Characteristics:

Positions in this class, after an initial orientation and training period, patrol assigned areas and enforce laws, rules and regulations for the protection and security of property and to maintain a safe environment for other workers, the public and others in the assigned area.

Positions enforce facility rules and regulations as well as general laws, respond to complaints, investigate suspicious circumstances, issue citations, detain, apprehend and/or arrest persons observed violating laws, rules and regulations; and prepare reports.

Positions in this class are uniformed and may carry firearms.

Examples of Duties:

Makes patrols, generally by motor vehicles, through assigned areas; watches for fire, trespassers or other irregularities; prevents acts of theft or vandalism; investigates suspicious persons or unusual incidents; maintains law and order on premises patrolled; checks the security of buildings, materials and equipment; responds to complaints and takes appropriate action; checks crafts or boats to determine whether they are properly secured at moorings; reports fire hazards, prevents the entry of unauthorized persons to restricted areas; takes into custody persons who violate laws, rules and regulations and detains them for military or civil police authorities and/or effectuates a citizen's arrest if necessary; serves eviction notices; directs traffic within and near parking zones in the assigned patrol area and enforces traffic rules and regulations; issues citations for violations of traffic rules and regulations; recommends changes in traffic rules and regulations when necessary; may carry and use firearms in emergencies; prepares activity and investigation reports; and may occasionally instruct or oversee the work of others.

Knowledge and Abilities Required:

Knowledge of: The general duties of a security guard.

Ability to: Learn law enforcement techniques pertaining to the protection and security of property; methods of maintaining law and order within premises patrolled; understand and carry out oral and written instructions; explain to others and apply laws, rules and regulations; size up situations and people accurately and adopt an effective course of action; get along well with others; learn to use and care for firearms; and prepare written reports.

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This is an amendment to the class specification for the class SECURITY OFFICER I approved on January 17, 1956.

Effective Date: July 1, 1979

DATE APPROVED:    12/1/82 \_\_\_\_\_

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/s/ Clement L. Kamalu  
for DONALD BOTELHO  
Director of Personnel Services

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Class Specifications  
for the Class:SECURITY OFFICER IIIDuties Summary:

Supervises several crews of officers through subordinate supervisors, in the enforcement of laws, rules and regulations for the protection and security of property in a major area; and performs other duties as required.

Distinguishing Characteristics:

This class is responsible for supervising a security force, through subordinate officers in charge of assigned shifts, in the maintenance of law and order related to the protection and security of property for a major complex of government buildings and property. Typically, work of the security force includes responsibility for the prevention of thefts, vandalism, fires, accidents, trespass and other irregularities and may also include responsibility for the safety of persons within the assigned area. A position in this class works under general supervision but is expected to notify higher level personnel of unusual or potentially dangerous situations.

Examples of Duties:

Schedules work shifts for a sizeable security force; conducts periodic shift inspections to insure that the security program is carried out in accordance with departmental policies, laws, rules and regulations; inspects security officers for appearance and checks equipment for readiness; reviews daily reports of shift supervisors; as necessary, investigates incidents and submits reports to supervisor; requests assistance of and/or cooperates with the police or other law agencies during special functions; supervises training of security officers in the proper use of equipment, in the techniques and procedures of apprehension, detention and confinement, and in security procedures; makes periodic review of security procedures and recommends changes for improvement; evaluates subordinates work performance; prepares and submits written reports; establishes and maintains appropriate files and records; may carry and use firearms.

Knowledge and Abilities Required:

Knowledge of: Laws, rules and regulations pertaining to a department's or agency's security programs; methods and techniques of law enforcement pertaining to

the protection and security of property; use, care and security of equipment utilized in a security program; principles and practices of supervision.

Ability to: Understand, carry out, and issue oral and written instructions; assign and oversee the work of others; explain and apply laws, rules and regulations concerning the protection of property; act quickly and effectively in emergencies; get along well with others; use and care for equipment utilized in a security program; prepare clear and concise reports.

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This is an amendment and a change in title to the specification for the re-established class PATROLMAN III, which was approved on January 27, 1969.

DATE APPROVED: 12/20/76

/s/ Wayne J. Yamasaki  
for DONALD BOTELHO  
Director of Personnel Services

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.665
	STATE OF HAWAII	8.670
.....		8.672

Minimum Qualification Specifications  
for the Classes:

SECURITY OFFICER I, II, III

**Registration Requirement**

Applicants must be registered as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
SECURITY OFFICER I	1	0	1
SECURITY OFFICER II	2	*	2
SECURITY OFFICER III	2	1	3

**Specialized Experience:** Progressively responsible work experience in the enforcement of security regulations or in the protection of property.

**Supervisory Experience:** Experience in directing or supervising personnel in security duties. This experience must have included responsibility for scheduling and assigning the work of subordinates; instructing employees in the proper method of performing the work; and keeping records of work activities.

\*For the Security Officer II level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Substitutions Allowed**

1. Successful completion of a reserve police training course which led to the issuance of a badge as Reserve Police Officer may be substituted for one (1) year of Specialized Experience.
2. Successful completion of a two-year or four-year program in police science from an accredited college or university may be substituted for one (1) year of the Specialized Experience.

**Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

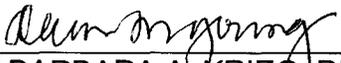
Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes SECURITY OFFICER I, II, and III, which were approved on May 21, 2012.

DATE APPROVED: 7/1/2013

  
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for BARBARA A. KRIEG, Director  
Department of Human Resources Development

State of Hawaii  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
SALARY SCHEDULE

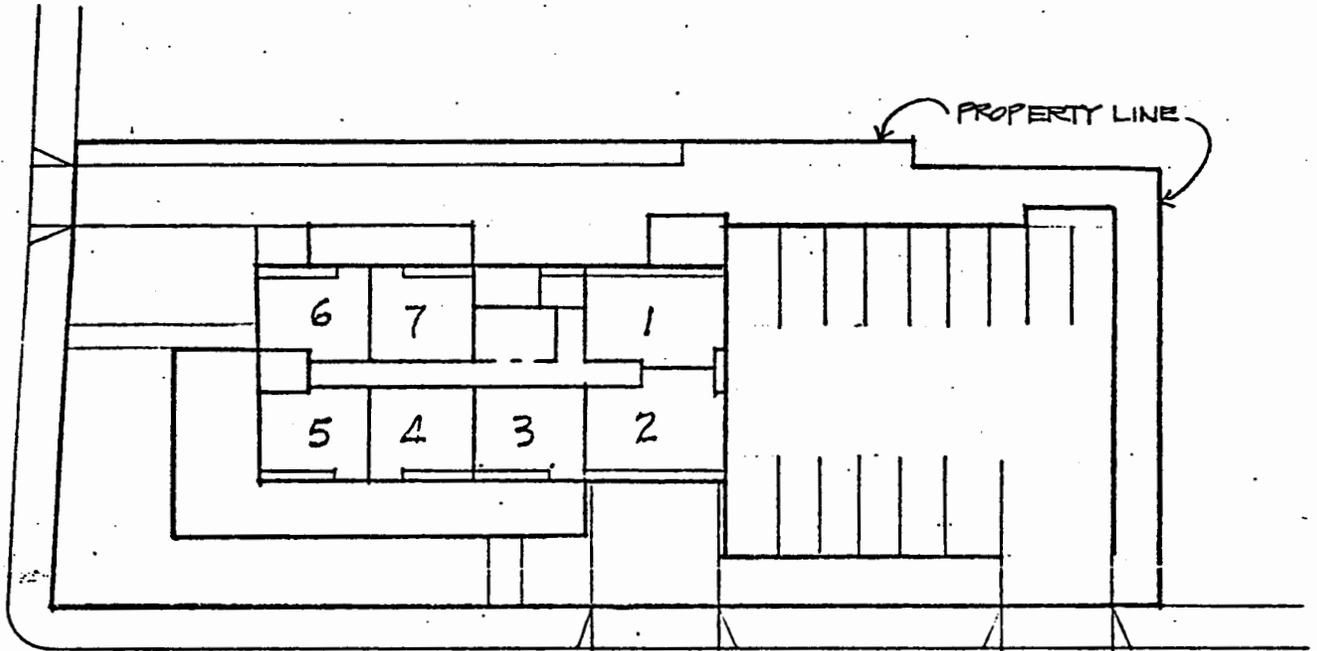
Effective Date: 01/01/2019

Bargaining Unit: 03 White Collar, Non-supervisor

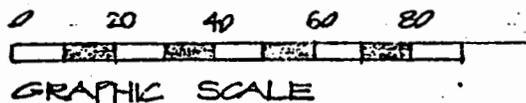
04 White Collar, Supervisor

		Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR11	ANN	34,020	35,340	36,732	38,220	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296
	MON	2,835	2,945	3,061	3,185	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358
	8HR	130.88	135.92	141.28	147.04	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12
	HRLY	16.36	16.99	17.66	18.38	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14
SR12	ANN	35,340	36,732	38,220	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432
	MON	2,945	3,061	3,185	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536
	8HR	135.92	141.28	147.04	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36
	HRLY	16.99	17.66	18.38	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17
SR13	ANN	36,732	38,220	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532
	MON	3,061	3,185	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711
	8HR	141.28	147.04	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44
	HRLY	17.66	18.38	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18
SR14	ANN	38,220	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532	58,824
	MON	3,185	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711	4,902
	8HR	147.04	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44	226.24
	HRLY	18.38	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18	28.28
SR15	ANN	39,720	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532	58,824	61,176
	MON	3,310	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711	4,902	5,098
	8HR	152.80	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44	226.24	235.28
	HRLY	19.10	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18	28.28	29.41
SR16	ANN	41,364	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532	58,824	61,176	63,612
	MON	3,447	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711	4,902	5,098	5,301
	8HR	159.12	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44	226.24	235.28	244.64
	HRLY	19.89	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18	28.28	29.41	30.58
SR17	ANN	43,008	44,724	46,476	48,348	50,304	52,296	54,432	56,532	58,824	61,176	63,612	66,192
	MON	3,584	3,727	3,873	4,029	4,192	4,358	4,536	4,711	4,902	5,098	5,301	5,516
	8HR	165.44	172.00	178.72	185.92	193.44	201.12	209.36	217.44	226.24	235.28	244.64	254.56
	HRLY	20.68	21.50	22.34	23.24	24.18	25.14	26.17	27.18	28.28	29.41	30.58	31.82

PIIKOI ST.



KINAU ST.



# SITE PLAN

Location and  
 ADDRESS :  
 1212 KINAU ST., Honolulu, Oahu, Hawaii

DATE :  
 11-17-'71

TAGAWA, YAMACHI  
 A.I.A. & ASSOCIATES, INC.

HOME FOR ELDERLY  
 FOR THE HAWAII HOUSING  
 AUTHORITY

SITE PLAN DIAGRAM

PROJECT NO. HA 1-47

PUMEHANA

TMK: 2-4-11:39

PLAN NO.

STATE OF HAWAII  
Department of Human Services  
Hawaii Public Housing Authority

## PROJECT RULES

This document sets for the Project Rules of \_\_\_\_\_  
for family dwellings, stating clearly the tenant's area of responsibility and those of the Hawaii Public Housing Authority. The Rules apply to all tenants, members of their family, their employees, agents or visitors. The following shall constitute enforceable Project Rules, despite the language in which the same may be expressed.

### General Provisions

#### Residents shall:

1. Refrain from moving on to the premises any furniture or furnishings which are dilapidated, infested or unsanitary.
2. Obey all laws, applicable to tenants, materially affecting health and safety with respect to maintenance, use or appearance of the rented premises.
3. Keep the premises as clean and safe as conditions permit.
4. Dispose of rubbish, garbage, and other organic or flammable waste clearly and safely.
5. Keep all plumbing fixtures as clean as their condition permits.
6. Use electrical and plumbing fixtures and appliances properly and report all need for repairs promptly.
7. Report immediately any damages to person or property that may be the result of acts or omissions of Hawaii Public Housing Authority or its agents.

#### Guests and Other Persons on the Premises

1. Tenants are responsible at all times for the reasonable conduct of members of their family, their guests, employees and agents on the premises.

#### Yard

1. Construction of greenhouses, fences, or other structures on the premises is not permitted without the prior written approval of Management.
2. Use of open yard spaces for storage so as to affect the safety or appearance of the rented premises is not permitted.
3. Planting of all trees, shrubs or other plants must have written approval of Management.

#### Major Appliances

1. No major appliances, other than those provided by the Management are permitted in the dwelling without the prior written permission of Management.

**HAWAII PUBLIC HOUSING AUTHORITY**  
99-132 Kohomua Street  
Aiea HI 96701

**PARKING RULES AND REGULATIONS**

1. Vehicles must be parked in tenant's assigned parking space, only. Parking in other tenant's stalls, in HPHA stalls, along the curbs, on the lawn, or blocking the trash stations is prohibited.
2. Vehicles without current licenses and stickers (registration and safety inspection) are not permitted on the project premises.
3. No major repairing of vehicles is permitted on the project premises. Minor repairs, such as fixing flat tires, are permitted.
4. No storage of vehicles on project premises. Vehicles must be in operating condition.
5. Each family is responsible for the maintenance of their assigned parking space. The stall must be kept clean and free of debris and excess oil.
6. No visitor parking. Resident parking only. Management reserves the right to specify conditions.
7. Vehicle must be registered to authorized household member in order to be issued a parking decal.
8. To conserve water, tenants should use a bucket filled with water when washing their vehicles.

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Resident

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Resident

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Date