

SECURITY GUARD

KIND OF WORK

Security work.

NATURE AND PURPOSE

Under general supervision, provides unarmed protection and security services for persons and property in assigned buildings and grounds; may perform unrelated unskilled or semi-skilled tasks as minor support functions; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Patrol buildings and grounds by foot or vehicle to deter unlawful or other inappropriate activity by making assigned rounds in accordance with prescribed policies and procedures; and monitoring, investigating and/or reporting unusual or suspicious conditions or incidents.

Regulate movement in and out of assigned buildings and grounds to ensure admittance of only authorized persons by checking for identification and/or passes, recording and verifying information as directed, remaining knowledgeable of acceptable on-site activity, locking/unlocking doors and windows, and monitoring alarm systems.

Provide information to the public, students and/or other state employees on applicable rules and regulations, office and facility locations, general crime prevention techniques and available programs, and related issues.

Respond to emergencies in order to protect persons and property by going to the appropriate location; assessing the situation; following prescribed instructions; applying basic knowledge of first aid, CPR and other emergency procedures as appropriate; and requesting additional assistance when needed.

Assist in building evacuations and searches to ensure occupants' safety by notifying them of the threatening situation(s), providing instructions as directed, and looking for and reporting unidentified or unusual substances as assigned.

Escort residents or other building occupants to and from various buildings or (infrequently) to appointments by foot or vehicle to ensure their safe passage.

Provide surveillance services for a security hospital through one-on-one monitoring of residents while in the infirmary or en-route to medical appointments.

Direct student security services by assigning and monitoring work, and training and providing technical assistance to student employees as a leadworker.

Prepare detailed incident reports and maintain log records by collecting relevant information and accurately completing routine forms.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Administrative rules, regulations and procedures governing security for assigned buildings and grounds sufficient to follow, enforce and explain them.

Area(s) to which assigned, including office and facility locations, and where to seek assistance in emergency situations.

Proper safety precautions and first aid techniques sufficient to deal effectively with emergency situations.

Ability to:

Enforce regulations, reasonably but firmly.

Use appropriate human relations skills when dealing with the public.

Follow simple oral and written directions.

React quickly and appropriately in emergency situations.

Prepare incident reports and maintain log records accurately and concisely.

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Rev.: 9/77, 9/87

Chkd.: 5/78, 11/90

Former Title(s): Security Guard 2
Security Guard
Capitol Complex Security
Guard