



# U.S. SECURITY AND PROTECTIVE SERVICES INC.

## Job Description

**Job Title:** Armed Security Officer  
**Department:** Patrol Division  
**Reports To:** Patrol Supervisor  
**FLSA Status:** Non-Exempt  
**Full Time/Part Time:** Part-Time  
**Location:** Various  
**Prepared Date:** 9/24/13  
**Updated Date:** 2/24/20

Number of people reporting directly to this position: 0  
Number of people reporting indirectly to this position: 0

**Summary:** Serve as security officer and provide emergency aid, security, and protection of life and property to our customers, their patrons, and all citizens by patrolling the properties under contract. Respond to requests for assistance, and investigate criminal activities.

Essential Duties and Responsibilities: include the following. Other duties may be assigned by a supervisor.

- Patrol assigned geographical area to prevent crime, and enforce laws, regulations, and vendor's policies. Uphold the department's customer service philosophy.
- Observe report and act on conditions conducive to crime and danger. Check buildings for security. Observe structures, persons and vehicles for suspicious activity.
- Take command at crime scenes or incidents. Administer first-aid as necessary. Take statements and interview victims or witnesses. Record vital information.
- Conduct investigation assignments of suspected illegal activity. Maintain security of persons or evidence and documents or collect related information.
- Provide professional and credible testimony in a court of law.
- Prepare and write a variety of reports and records related to assigned duties.
- Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
- Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers, and the general public.
- Follow standards as outlined in the Employee Handbook.
- Produce an acceptable quantity and quality of work that is completed within established timelines.
- Support and respect diversity in the workplace.

\*\*\*\*Professional appearance is required at all times conducive to the safety and comfort of the responsibilities performed\*\*\*\*

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High School Diploma or Equivalent.  
Licensed Security Officer.

**Knowledge Required:**

Working knowledge of Federal, State, County, and City laws, regulations and ordinances.  
Working knowledge of criminal behavior, underlying criminal and social psychology and physical methods and procedures.  
Working knowledge of safety standards, procedures and precautions utilized in security activities.

**Language Ability:**

Effectively communicate in both oral and written form. Listen effectively, respond clearly and directly, and ability to explain information to others.

**Reasoning Ability:**

Identify problems, gather relevant data, and note possible causes of problems. Evaluate relevant information, recognize alternatives, reach conclusions based on evidence, and implement solutions. Take action beyond what is necessarily called for, and perform tasks with a minimal amount of supervision. Perform under pressure and/or opposition.

**Additional Abilities:**

Ability to use general office equipment.  
Ability to use keyboard, word-processor and spreadsheet programs as required for position.  
Strong ability to operate a vehicle.  
Strong ability to apply excellent internal and external customer service skills.  
Strong ability to participate on a team focused on producing high quality results.  
Advanced ability to operate firearms and equipment safely, skillfully and in conformance with applicable laws and regulations.  
Strong ability to maintain composure in adverse and dangerous conditions.  
Strong ability to apply criminal justice and crime prevention techniques.  
Strong ability to read and interpret laws, ordinances, plans, and orders.  
Strong ability to perform departmentally authorized use of force techniques to affect the detainment of criminal suspects.

**Personal Skills:**

Interface effectively with co-workers, and exhibit sensitivity to the feelings of others.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to stand; walk; run; jump; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 60 lbs. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Licensing Requirements:**

Positions in this classification are required to possess a valid driver's license.

Must be a United States citizen.

Must be at least 21 years of age.

Must be a licensed security officer.

Must be eligible for TAN card.

May never have been convicted of a felony or misdemeanor that reflects adversely on the capacity to serve as a security guard.

Must have a valid FOID.