



## JOB DESCRIPTION

### SECURITY OFFICER (UNARMED)

## Summary

While unarmed, provides protection and general public safety responsibilities for the client, the client's real property, equipment and supplies, as well as protection for all persons on the contractually protected property or venue. Patrols assigned areas, remaining alert to emergency situations and provides first-line response, emergency management, and/or referral if required.

## Employment Type, Wages and Benefits

This is a Part-Time position for which the employee will NOT work over 32 hours in any one given week. MSI cannot, however, guarantee 32 hours of work each week. Hours available to work will depend upon client demand. The minimum base entry-level wage that can be expected for this position is \$10 per hour worked; this does not preclude the possibility of a negotiated amount that may be different. There are no vacation leave, sick leave or retirement program benefits provided by MSI for this position.

## Duties, Tasks and Responsibilities

1. Patrols assigned area on foot, in assigned motor vehicle, or other specialized vehicle to provide protective services as described herein.
2. Examines doors, windows, and gates to ensure security; uses client-provided keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.
3. Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
4. Provides escort services for the client, employees, customers, family members, and guests as needed; provides other public assistance, such as lockout services, jump-starts, and routine information.
5. Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
6. Remains alert for the presence of unauthorized persons and/or security violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.
7. Respond to alarms and other incidents; Exercise command and control at the scene of alarms and other incidents as prudent to prevent the commission of a crime or unwanted behavior, to deescalate situations, and to minimize disruption and liability for the client.
8. Performs periodic checks of critical systems, fire suppression equipment, security doors and gates, and lights to ensure proper functioning; reports malfunctions as required.
9. Patrols and monitors assigned parking areas and/or parking garages to provide public security and assistance; Provides traffic direction and assistance with parking to the extent trained.
10. Maintains secure control of assigned keys and issued equipment.
11. Prepares routine, standardized reports.

12. May provide specialized security in a retail or other complex operational area, requiring specific knowledge of the operating environment and specialized equipment.
13. Provides "body-guard" protection for identified persons when specifically assigned.
14. Performs miscellaneous job-related duties as assigned.

## Minimum Job Requirements

- Must be at least 18 years of age.
- Must be a citizen or legal resident alien of the United States or have been granted authority to work in this country by the Department of Homeland Security.
- Must not have any of the following disqualifiers:
  - You have been convicted of a felony in any state or of a crime against the United States, which is designated as a felony, or convicted of an offense in any other state, territory, or country punishable by imprisonment for a term exceeding 1 year. Unless and until Civil Rights have been restored and a period of 10 years has passed since final release from supervision. Proof of restoration must be submitted with this application.
  - You are currently serving a suspended sentence on a felony charge or on probation for a felony charge.
  - You have a history of being arrested for crimes of violence and/or found guilty of (or had adjudication withheld for) directly-related crimes. This includes, but not limited to: Trespassing, Burglary, Robbery, Forgery, Criminal Mischief, Theft, Assault, Battery, Stalking, Aggravated Battery, Aggravated Assault, Sexual Battery, Kidnapping, Armed Robbery, Murder, Aggravated Stalking, and Resisting an Officer with Violence.
  - You have demonstrated a lack of respect for the laws of this state and the nation.
  - You have an outstanding bench warrant or capias.
  - You are currently in a Pre-Trial Intervention or Deferred Prosecution Program.
- Additional factors that may affect your qualification for employment:
  - If you have ever been adjudicated incapacitated (determined by the court to be incapable of taking care of yourself), you must provide a copy of the court document restoring your capacity.
  - If you have ever been involuntarily placed in a treatment facility for the mentally ill under Chapter 394 F.S., or similar laws of another state, you must provide a copy of the court document restoring your competency.
  - If you have ever been diagnosed with a mental illness, you must provide a statement from a psychologist or psychiatrist license in Florida attesting that you are not currently suffering from a mental illness that precludes you from performing the duties of an unarmed security officer.
  - If you are currently abusing a controlled substance, you are not eligible for employment with MSI.
  - If you have a history of controlled substance abuse, you must provide evidence of successful completion of a drug rehabilitation program and three letters of reference, one of which should be from your sponsor in the program.
  - If you have a history of alcohol abuse, you must provide evidence of successful completion of an alcohol rehabilitation program and three letters of reference, one of which should be from your sponsor in the program.
- Have, and maintain, a reliable means of transportation.
- Have, and maintain, a reliable means of communication, i.e. cellular or land-line telephone.
- Be in good health, and have no medical conditions (including vision) or other physical challenges that would prevent you from safely and effectively performing the duties, tasks and responsibilities described herein.
- Possess a valid Class-D License (or temporary permit) issued by the Florida Department of Agriculture and Consumer Services (For Unarmed Security Officer)

## Knowledge, Skills and Abilities Required

- Ability to successfully conduct security patrols without direct supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to complete routine paperwork.
- Ability to safely operate a motor vehicle or other specialized mode of transportation.
- Ability to stand for extended periods of time, and walk extended distances to conduct foot patrols.
- Ability to understand and follow specific instructions and procedures.
- Strong interpersonal skills, flexibility, and customer service orientation.
- Ability to react calmly and effectively in emergency situations, taking charge as needed.
- Physically able to protect himself/herself and others when necessary.
- Physically able to apprehend, control and detain individuals when necessary and as allowed by law and agency policy.
- Skill in performing building security and lock procedures.
- Knowledge of Chapter 493 and other laws of the Florida Statutes that regulate the enforcement authority of private security officers.
- Ability to understand, follow, and enforce applicable Florida Statutes, agency policies, and assignment specific regulations and procedures.
- Skill in providing protection services to individuals in and on the protected property/venue.
- Ability to detect problems and report information to appropriate personnel.

## Conditions of Employment

- Must meet all minimum job requirements described herein.
- Must pass a pre-employment background investigation.
- Must meet and agree to all terms and conditions of this position as described herein.
- Must possess and maintain a valid Florida driver's license is a requirement for this job.
- Must possess and maintain a valid license(s) issued by the Florida Department of Agriculture and Consumer Services appropriate for the position you are hired.
- Must meet and maintain a degree of physical fitness to perform the duties, tasks and responsibilities herein.
- Must agree to and maintain the Agency's physical appearance standards which include body art, piercings and facial hair.

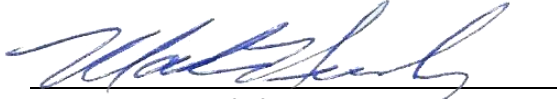
## Working Conditions and Physical Effort

- Moderate physical activity; requires handling of average-weight objects and standing or walking for extended periods of time.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, i.e. hazardous materials, unlit areas, slippery and unstable walking surface, exposure to blood-borne pathogens, acts of violence by persons, etc.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.



## Probationary Period

Newly-hired employees will serve a probationary period for a minimum of 6 months, commencing from the date of employment. Although probationary employees possess no Property Right to employment and may be dismissed from employment with or without cause at any time during the probationary period, dismissal of a probationary employee without cause is generally due to the employee failing to meet the minimum expected standards set by the agency.



Mark Newby, Chief of Security and Investigations

**Revised Date:** 10/06/2016

