



## Uniformed and Plain Clothed Security Officer Job Description

### Description

Security Officer/Guard, patrol, or monitor premises to prevent theft, violence and other criminal activity, or infractions of rules. May operate x-ray and metal detector equipment.

- Position Categories
  - Armed Officer
  - Unarmed Officer

### Education and Training

- Prior to Hire
  - High school diploma or equivalent
  - Must have or have ability to receive educational and training courses for state mandated licensing
- Post Hire
  - First Responder medical training or higher level of training
  - Short-term on-the-job training
  - On-going training requisites

### Knowledge

**Public Safety and Security** Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**English Language** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Secondary languages are beneficial.

**Customer and Personal Service** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

### Basic Skills

**Active Learning** Understanding the implications of new information for both current and future problem-solving and decision-making.

**Active Listening** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

#### Postal Address All Locations

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#### Web

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#### Nevada

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**Learning Strategies** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Mathematics** Using mathematics to solve problems.

**Monitoring** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Reading Comprehension** Understanding written sentences and paragraphs in work related documents.

**Speaking** Talking to others to convey information effectively.

**Writing** Communicating effectively in writing as appropriate for the needs of the audience.

## **Social Skills**

**Coordination** Adjusting actions in relation to others' actions.

**Instructing** Teaching others how to do something.

**Negotiation** Bringing others together and trying to reconcile differences.

**Persuasion** Persuading others to change their minds or behavior.

**Service Orientation** Actively looking for ways to help people.

**Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.

## **Complex Problem Solving Skills**

**Complex Problem Solving** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## **Technical Skills**

**Equipment Maintenance** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Equipment Selection** Determining the kind of tools and equipment needed to do a job.

**Installation** Installing equipment, machines, wiring, or programs to meet specifications.

**Operation Monitoring** Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Operation and Control** Controlling operations of equipment or systems.

**Operations Analysis** Analyzing needs and product requirements to create a design.

**Quality Control Analysis** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Repairing** Onsite and immediate repairing of machines or systems using the needed tools.

**Technology Design** Assisting the organization in generating or adapting equipment and technology to serve user needs.

**Troubleshooting** Determining causes of operating errors and deciding what to do about it.

## Systems Skills

**Judgment and Decision Making** Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Systems Analysis** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

**Systems Evaluation** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

## Work Context

- **Body Positioning**
  - Requires walking and running
  - Requires standing
- **Communication**
  - Requires telephone conversations
  - Requires writing letters and memos
  - Electronic messaging and email
  - Requires face-to-face discussions with individuals or teams
  - Requires contact with others (face-to-face, by telephone, or otherwise)
- **Competition**
  - Requires competition or awareness of competitive pressures
- **Conflict**
  - Requires dealing with unpleasant, angry, or discourteous people
  - Includes conflict situations
- **Environment**
  - Includes exposure to contaminants
  - Requires working in very hot (above 90 F degrees) or very cold (below 32 F degrees) temperatures
- **Impact of Decisions**
  - Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization
  - Opportunity to make decisions without supervision
  - Requires making decisions that impact the results of co-workers, clients or the company
  - Mistakes are not easily correctable and have serious consequences
- **Level of Challenge**
  - Freedom to determine tasks, priorities, and goals
  - Requires repeating the same physical activities or mental activities over and over
  - Requires being exact or highly accurate
- **Personal Interaction**
  - Requires coordinating or leading others in accomplishing work activities

- Requires work with external customers or the public
- Requires work with others in a group or team
- Responsibility for Others
  - Includes responsibility for work outcomes and results
  - Includes responsibility for the health and safety of others
- Work Setting
  - Requires working indoors in environmentally controlled conditions
  - Requires working outdoors, exposed to all weather conditions
  - Job tasks are performed in close physical proximity to other people
- Task
  - Lock doors and gates of entrances and exits to secure buildings.
  - Answer alarms and investigate disturbances.
  - Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
  - Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
  - Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
  - Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
  - Respond to medical emergencies by administering basic first aid or by obtaining assistance from paramedics.
  - Circulate among visitors, patrons, or employees to preserve order and protect property.
  - Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
  - Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.

## Work Activities

- Getting Information
  - Investigate illegal or suspicious activities.
- Communicating with Supervisors, Peers, or Subordinates
  - Request emergency personnel.
  - Warn individuals about rule violations or safety concerns.
- Documenting/Recording Information
  - Write operational reports.
- Making Decisions and Solving Problems
- Monitor Processes, Materials, or Surroundings
  - Monitor access or flow of people to prevent problems.
  - Patrol properties to maintain safety.
- Performing for or Working Directly with the Public
- Processing Information
- Identifying Objects, Actions, and Events

- Resolving Conflicts and Negotiating with Others
- Training and Teaching Others
- Inspecting Equipment, Structures, or Material
  - Inspect equipment to ensure safety or proper functioning.
- Guiding, Directing, and Motivating Others
- Coordinating the Work and Activities of Others
- Evaluating Information to Determine Compliance with Standards
- Establishing and Maintaining Interpersonal Relationships
- Updating and Using Relevant Knowledge
- Organizing, Planning, and Prioritizing Work
- Developing and Building Teams
- Interpreting the Meaning of Information for Others
- Scheduling Work and Activities
- Performing General Physical Activities
  - Block physical access to restricted areas.
  - Maintain public order or security.
  - Prevent unauthorized individuals from entering restricted areas.
  - Use weapons or physical force to maintain security.
- Judging the Qualities of Things, Services, or People
- Coaching and Developing Others
- Developing Objectives and Strategies
- Analyzing Data or Information
- Assisting and Caring for Others
  - Provide first aid or rescue assistance in emergencies.
  - Respond to emergencies to provide assistance.
- Communicating with Persons Outside Organization
- Time Management Managing one's own time and the time of others.

## **Tools and Technology**

- Alarm systems
  - Security alarm systems
- Vehicles

- Patrol sedans, SUV's and trucks
- Motorized golf carts and all-terrain vehicles
- Bicycles
  
- Computers
  - Desktop computers
  - Laptop computers
  
- Mobile Devices
  - Windows based tablets smartphones
  - Apple based tablets and smartphones
  
- Restraining Devices
  - Metal handcuffs and shackles
  - Plastic flex cuffs
  
- Firearms (Armed Assignments Only)
  - Handguns
  - Shotgun
  - Patrol Rifle
  
- Less Than Lethal Defense Mechanisms
  - OC Pepper Spray
  
- Office suite software
  - Microsoft Office Suite
    - Word
    - Excel
    - PowerPoint
    - Others as required
  
- Internet
  - Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
  
- Databases
  - Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.