



# NORTH AMERICAN SECURITY AND INVESTIGATIONS, INC.

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## **JOB TITLE: ARMED SECURITY OFFICER**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to patrol assigned zone by foot or patrol vehicle, enforce client policy and regulations, investigate all facility related incidents. Ensure that the client, its associates and facility personnel are provided with a safe and professional working environment. Armed Security Officer reports to Security Supervisor.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Patrols assigned post on foot or patrol vehicle to maintain visibility and observe possible unusual activity.

Investigate and report maintenance and safety conditions which might endanger client, its associates or public safety.

Ensure that daily administrative documentation is always kept concise and complete. Maintain all daily assigned equipment in functional and presentable condition.

Respond to all requests for assistance relayed by Supervisor or client. Complete various company or client assignments as required; submit reports to superior officer.

Investigate security related accidents/incidents, interview witnesses, complaints and victims. Responsible for gathering physical evidence and preserving it for future use; complete report and follow-up with management as needed.

Investigate and report fires, evacuations, hazardous situations or other facility related events, provide backup to client personnel.

Responsibilities include crowd control at traffic accidents, assist victims and investigate causes.

Responsible for ensuring that all employees on company property have proper company issues identification.

Ensure that the client, its associates, and facility personnel are provided with a safe and professional working environment.

Obligation for maintaining state and client requested certifications. All documentation and fees are the responsibility of the employee unless otherwise noted.

Site specific training will need to be completed within the first thirty days unless otherwise stated based on client or assignment of position.

Uniform attire and grooming standards must always be maintained while in uniform.

## **ARMED SECURITY OFFICER**

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND QUALIFICATIONS**

High School diploma (or GED) required with successful completion of courses designated by the individual state qualifications; or any equivalent combination of education, specialized training and experience which provides the requisite knowledge, skills and abilities for this position. Must maintain required level of proficiency and certification in the use of prescribed defensive tactics and possess a valid State driver's license. Must complete state Guard Certification as prescribed by presiding state law. Must possess valid firearm, baton and pepper spray permit and own personal firearm registered in his/her name. Must be trained in First Aid/CPR. Must have at least one (1) year experience as an Armed Security Officer.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of security equipment such as firearm, handcuffs, flashlight, chemical sprays, police baton, computers etc. Must be physically able to operate a motor vehicle. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for physically active work on a LA Metro platform setting including being able to walk, stoop and bend regularly up to 8-12 hours per shift in addition to being able to detain and/or apprehend anyone including being able to handcuff someone.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether like or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information related to security enforcement. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to security enforcement. Requires the ability to write reports. Requires ability to speak with and before others with poise, voice control and confidence using English and well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principals and techniques related to security enforcement; to make independent judgements in absence of supervision: to acquire knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures and to follow verbal and written instruction.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas: add, subtract, multiply and divide figures: determine percentages: determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with security enforcement equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using security enforcement equipment and a motor vehicle.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items including law enforcement, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERMENT:** Requires the ability to deal with people beyond giving and receiving instructions related to security enforcement. The worker needs to relate to people in situations involving more than giving or receiving instructions under stressful situations. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear (talking- expressing or exchanging ideas by means of spoken words). (Hearing- perceiving nature of sounds by ear).