Title:                  Armed Security Officer

General Statement of Duties:

Patrol properties as a general security presence and be a visible deterrent to crime.  Detect suspicious activities for criminal acts, observe safety violations/hazards. Follow and enforce company policies and procedures and maintain a professional appearance. Must have knowledge of state and local laws. Must be able to effectively write a report documenting daily activities and incidents.

Reports To:     Security Coordinator

Supervises:      This is not a supervisory position.  (May be assigned tasks as a lead officer that requires monitoring of another employee’s work.)

Key Duties:

 1. Patrol and monitor Housing Authority property against vandalism, illegal activities, and other hazards.

2. Report writing, execute ban and bar affidavits for trespassers, prepare for and actively testifies in court, in order to present the facts surrounding any civil, criminal, or departmental action.

3. Safely operate a patrol vehicle during normal and adverse weather conditions, at normal speeds, during daylight and darkness, and during emergency and non-emergency situations.

4. required to carry department authorized firearms and may use assigned firearms and other weapons in performance of his/her security enforcement responsibilities.

5.  May monitor alarms and closed circuit TV cameras

6.  May direct traffic

7.  May check credentials of people and vehicles entering and leaving premises.

8.  Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.  Permits authorized person to enter property.

9.  Performs community oriented policing activities regularly that includes but is not limited to establishing rapport with residents, resident groups, management staff and other ESLHA service providers to ensure a safe living environment in addition to initiating and implementing a “weed and seed” (Law Enforcement/Prevention) strategy in all resident communities.

10.  Assists designated ESLHA staff in the recruitment and training of resident patrols and neighborhood watch programs.

11.  Assists supervisor in providing publicity and information to residents, staff, law enforcement officials, and local community organizations in crease community awareness of ESLHA Security Division.

12.  Performs other duties as assigned.

Performance Standards:

m    Attendance is reliable; leave does not exceed the amount permitted, the employee has no unexcused absences.

m    Employee takes all appropriate safety precautions to avoid on-the-job accidents, and immediately notifies supervisor of all safety hazards.

m    Employee is available to respond to after hour emergency conditions as needed.

m    All equipment, parts, tools, etc. are secured daily and kept clean and in good condition.

m    The employee demonstrates good resident communication skills.

m    Documents (time sheets, reports, etc.) are prepared properly and submitted (turned in, closed out, etc.) on a timely basis.

m    Must wear appropriate uniform and identification.

m    Must be able to operate and properly care for:

a.       Motor vehicles (trucks or autos).

b.      Sensitive keys and/or access cards and codes.

Qualifications:

     Must be at least 21 years of age at the time of employment
     Must not have been convicted of a felony or any crime involving moral turpitude
      under the laws of this state or any other state which if committed in this state will
      be punishable as a felony or a crime of moral turpitude
     Be free of convictions including:
          Firearms
          Shoplifting
          Violence
     Ability to provide quality customer service
     Must be able to communicate effectively both orally and in writing.
     Must have good driving record
     Neat and professional appearance
     Friendly and professional demeanor
     Must have a valid Illinois F.O.I.D. Card
     Must have a valid Illinois PERC Card
     Must have a Firearm Control Card
                                Requires a high school diploma or GED.

Experience:          A minimum of three (3) years armed officer experience or five (5) years security experience.

Requirements:    Must have a valid Driver`s License.
                           Must be able to pass a background investigation.
                           Must be able to pass Illinois Training and Standards P.O.W.E.R. test.
                           Prior military service (must have honorable discharge).
                           Authorized to work in the United States.
                           Be able to pass a pre-employment drug screen.