



Security Officer

Classification: NON-EXEMPT

Salary Grade: Hourly

Reports To: Security Supervisor/Manager

JOB DESCRIPTION:

Summary/Objective:

Performs a variety of security and law enforcement work providing security and protection and when necessary emergency aid to Hawkeye Security clients and when appropriate the citizenry.

Essential Functions:

1. On rotating shifts, patrol assigned client property to aid in preventing crime and to enforce client policies. When necessary, enforce Federal, State and City laws.
2. Observes, reports and acts upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing client policies, directing traffic, making arrests, transporting prisoners and assisting investigating law enforcement officers.
3. Using own judgment, determines the nature of a call, investigates the circumstances and takes the necessary or prudent action in accordance with established Hawkeye Security policy and procedures.
4. Provides assistance to the public in non-emergency situations; administers first aid and requests appropriate medical response; assists citizens and clients with complaints and inquiries and directs them to the appropriate authority when necessary.
5. Responds to radio calls and investigates taking appropriate action in accordance with established Hawkeye Security policy and procedures.
6. Prepares a variety of written and oral reports. Ability to prepare these reports in a clear and concise manner. Communicate effectively, both orally and in writing.
7. Analyze dangerous situations rapidly and accurately before taking safe and effective action.
8. Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people including law enforcement, and client representatives concerning case status; collects and documents evidence.
9. Appears in court and is available to testify in matters where the officer has knowledge of whether it be criminal or civil.
10. Maintains proficiency in the use of security related equipment:
 - a. Security vehicle, radio, handgun and other weapons as required, handcuffs, first aid equipment, personal computer.
11. Prepares and maintains legible, concise and understandable record of activities both written and electronic.

12. Knowledge of State and Federal laws, and application of State Criminal Law; Company policies and procedures, laws of arrest and search and seizure; techniques of interview and interrogation.
13. Works with clients, the public and fellow officers in a courteous and respectful manner.
14. Performs special assignments and other duties as assigned.

Supervisory Responsibility:

None.

Work Environment:

Work is performed in both office and field settings on a rotating shift schedule in all weather conditions.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is required to stand, walk, use hands, reach with hands and arms, climb or balance, run, stoop, kneel, crouch, or crawl, taste or smell.

Employee may be required to carry, drag, or restrain individuals from 50-300 pounds and lift in excess of 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force; may be required to extend work schedule.

Travel:

Travel is primarily local during the business day.

Required Education and/or Experience:

Any combination equivalent to graduation from high school or GED program.

For On Site Officers: Must be 18 years of age; must be a U.S. Citizen or lawfully able to work in the United States.

For Patrol Officers: Must be 21 years of age; must be a U.S. Citizen or lawfully able to work in the United States; must be possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.

Ability to meet Hawkeye Security physical standards

No felony or person crime convictions.

Able to pass a background investigation verifying prior criminal convictions.

Must successfully complete any state training requirement as well as all company approved training.

Must successfully pass the oral interview, physical testing as well as a comprehensive drug screen.

Security Clearance:

Security clearance may be required for access to government and company databases.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.