

## LANCASTER COUNTY SECURITY GUARD SUPERVISOR

### NATURE OF WORK

This is responsible supervision work in the security enforcement, monitoring and screening individuals entering and leaving the Justice Center.

Work involves screening persons and packages/personal items entering the building using a variety of detection methods and devices; providing information and responding to questions from the general public; and assisting with emergency operations and emergency medical situations as needed. Individuals within this classification will be expected to exercise personal initiative and independent discretion in the performance of routine duties. Supervision is exercised over subordinate security personnel. Work is performed under the general supervision of an administrative superior with work reviewed in the form of reports, inspections and compliance with departmental, local, State and Federal statutes and regulations.

### EXAMPLES OF WORK PERFORMED

Act as the lead security guard in the City-County Security Operation.

Supervise, direct, assign and evaluate the work of Security Guards; plan and assign work of subordinate personnel.

Monitor entrance/exit positions and conduct screenings of incoming individuals, packages and personal items using X-ray scanners, metal detectors, visual detection and other approved security practices; detect and confiscate all weapons, contraband or suspicious items; detain or arrest individuals as provided by Nebraska Revised Statutes 29-401 and process accordingly; conduct building inspections to ensure ongoing facility security.

Provide information and respond to questions from individuals accessing the Justice Center; assist employees and the public in locating appropriate areas within the facility; prepare and distribute required duty forms and reports.

Render first-aid assistance and summon medical personnel to the Justice Center when appropriate; provide assistance and direction during potential or actual emergency situations including natural (fire, tornado) and contrived (bomb threat, disturbance or riot) crises.

Assist in providing prisoner transport and courtroom security, as assigned.

### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of City ordinances, State of Nebraska statutes and Federal laws concerning criminal law enforcement.

Knowledge of law enforcement and judicial functions and systems.  
Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with law enforcement personnel, co-workers and the general public.

Ability to use tact and minimal force when interacting with a disruptive or combative person.

Ability to plan, assign and evaluate work of subordinate security staff.

Ability to visually detect weapons, contraband and suspicious items and confiscate same in professional and safe manner.

Skill in the operation of security scanning and detection devices.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus six months of experience in law enforcement or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license is required when operating a vehicle in the performance of assigned duties.

Must possess Nebraska Law Enforcement Certification.

Must successfully complete a local and national level security clearance review.

Must successfully participate and complete all required defensive tactics, CPR and first-aid training.

Must successfully complete and maintain required firearms certification.

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