

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, County-City Building, and 605 Building.

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. Work also involves planning, organizing, and evaluating the work performed by subordinate personnel, coordinating workflow, and reporting structures, and the development and administration of operating policies and procedures of the Court Services Division and the Lancaster County Sheriff's Office. Individuals within this classification may be subject to an element of personal danger and must be able to act independently and exercise discretion in meeting emergencies. Work includes performing patrol duties of the three-building campus and enforcing coordinating the apprehension, detention, and transportation of law violators and/or prisoners of the Lancaster County Sheriff. 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 officer and point of contact in the City-County security plan within the three-building campus; perform threat assessments to determine security staffing levels of those events; prepare reports and present security solutions to the Public Building Commission and Court Services Commander.

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

Act as primary Field Training Officer for newly hired security guards and ensure that appropriate in-service training courses are available and completed by subordinates in order to comply with Nebraska Law Enforcement Training Center (NLETC) and Court Services Division Commander's standards.

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, City-County Building, and 605 Building; 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 three-building campus; provide assistance and direction during potential or actual emergency situations including natural (fire, tornado) and contrived (bomb threat, disturbance or riot) crises.

Monitor, assign personnel, and respond to panic alarms and emergency calls for service within the Justice Center, County-City Building, and 605 Building.

Assist in providing prisoner transport and extradition duties, as assigned.

Monitor surveillance camera system and access control system for compliance of restricted areas and to broadcast critical information during emergency situations.

Secure property and escort individuals with any weapon released by the LPD Property Unit discreetly out of the building; ensure a safe transition back to the rightful owner.

Identify individuals that may pose a threat to the three-building campus and employ threat assessment tools to create an appropriate mission response and assign personnel as necessary.

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.

Knowledge of the function, operation, and care of firearms.

Knowledge and understanding of Title 180, Control of Radiation.

Ability to deal fairly, objectively, and courteously with the general public without regard to race, ethnicity, religion, or political belief.

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 analyze people and situations quickly and to take an effective and reasonable course of action, including using 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.

Ability to write clear and comprehensive reports using proper spelling and grammar.

Ability to apply manual restraints and to physically restrain prisoners as needed.

Skill in the operation of security scanning and detection devices.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus two years 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.

Must submit and successfully pass a psychological evaluation, physical examination, and polygraph examination to adhere with Nebraska Law Enforcement Training Center standards.