

## LANCASTER COUNTY SECURITY GUARD

### NATURE OF WORK

This is responsible security enforcement work 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. 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 applicable laws and policies adopted by the Public Building Commission. Assignments may include assisting in 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

Monitor entrance/exit positions and conduct screenings of incoming individuals, packages and personal items using X-ray scanners, metal detectors, camera systems, 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 them accordingly; conduct building inspections to ensure ongoing facility security.

Provide information and respond to questions from individuals accessing the Justice Center, County-City 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 when appropriate; provide assistance and direction during potential or actual emergency situations including natural (fire, tornado) and contrived (bomb threat, disturbance or riot) crises.

Monitor 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 courtroom security, as assigned.

Provide armed security for special events and meetings within the three-building campus including sequestered juries, adoption events, and other city and county governing board meetings.

Monitor surveillance camera system and access control system for compliance of restricted areas.

Verify arrest warrants and review information on wanted persons; serve civil process including subpoena, garnishment, and summons as assigned.

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; employ appropriate threat assessment tools to dictate mission response procedure.

Monitor, send, and receive radio transmissions on appropriate channels and platforms.

#### 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 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 write clear and comprehensive reports using proper spelling and grammar.

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

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 and the ability to be insured by the County's insurance carrier.

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.

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