

POSITION DESCRIPTION
Security Officer

POSITION SUMMARY/PURPOSE

This position provides security services following established policies and procedures, in order to maintain a safe and secure environment in the Legislative Precinct, covering 7 days per week, 24-hour rotational shift schedule.

DUTIES & RESPONSIBILITIES

1. Maintains a safe environment in the Legislative Assembly by carrying out scheduled patrols throughout the precinct. Issues reminders for any potential security/safety issues and responds to emergencies as appropriate.
2. Maintains a notebook recording observations, information, occurrences and surveillance activities with appropriate notations.
3. Responsible for screening the public entering the legislature for weapons, using magnetometers, x-ray equipment and handheld scanning wands.
4. Reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; requests emergency responders, such as police, fire, and/or ambulance personnel, as required.
5. Prepares occurrence reports, statements and other supporting documentation that is required in response to an observation, incident, or event.
6. Monitors access to offices of the Main Legislative Building and Whitney Block by restricting entry to unauthorized persons. Recognizes all Members of Provincial Parliament and other designated individuals to facilitate their access.
7. Verifies identification to ensure authorized entry, ensuring visitors and pass-holders display their passes as required.
8. Monitors access to and maintains decorum by ensuring security procedures pertaining to the Chamber and surrounding areas are strictly adhered to. Taking direction from House officials, removes persons who do not comply with the rules of the House, become unruly or otherwise disturb the proceedings.
9. Provides assistance to the public by answering queries. Meets with individuals and groups prior to events taking place on the grounds.

10. Takes appropriate action when necessary to maintain public safety. Make arrests and/or detains individuals threatening or interfering with the business of the Legislative Assembly and/or the safety/security of the occupants of Legislative Precinct.
 11. Renders First Aid, CPR and summons medical aid when required.
 12. Provides a crowd management response to demonstrations and large-scale events as required ensuring appropriate safety and activity responses.
 13. Assists with evacuation of building occupants as required.
 14. Collect, tag and store seized and found property in accordance with Service policy.
 15. Responds to high temperature alarms and any contingency such as fire (alarms), bomb threats and demonstrations according to existing procedures.
 16. Prepares defensible documents for minor infractions to attend Court and testify as required.
 17. Performs other duties as required.
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JOB REQUIREMENTS

Training/Knowledge:

- Possess a minimum Canadian equivalent secondary school (high school) diploma.
- No criminal conviction(s) for which a pardon has not been granted.
- Position requires the successful completion of all internal initial and annual mandatory training, with a requirement to meet and maintain with successful completion specific training as follows:
 - Use of Force training every twelve months, First aid/CPR training, Federal Legislation/Provincial Legislation knowledge, Health and Safety policies;
 - 5-week Security course, to include Communication/Conflict Management, Use of Force Model, Standard Defensive Tactics (Empty Hand Techniques, Baton, Handcuffing, Control Techniques).
- Knowledge of internal LPS policies and procedures and functions.
- Well-developed customer service and communication skills to deal respectfully and tactfully with Members of Parliament, members of the public that includes large groups.
- Respond effectively to potential emergencies.
- Knowledge of computer systems and software applications as required in the position.
- Must be proficient in English, including being able to speak, write, read and understand English.
- Position requires understanding of Legislative Protective Service operations including Fire Plan, Radio system and CPIC policies and procedures in order to perform day-to-day security duties.
- Maintains proficiency in the use of all assigned protective equipment, restraint devices and weapons (if applicable).
- Advanced knowledge of security practices and procedures.
- Prior volunteer, security experience is an asset.

Judgement:

Position exercises judgment where guidelines, procedures and processes are well defined in performing all duties contained in operational procedures. Position seeks consultation from a supervisor for any deviation on interpretation and/or application of policies and procedures. Required to utilize rapid and effective judgment in responding to unusual or emergency situations using appropriate escalation/de-escalation of force following established protocols.

Confidentiality:

Position requires confidentiality on all information received or matters investigated by the members of the LPS.

Position follows prescribed rules and procedures to safeguard confidential information in the course of LPS duties and when patrolling areas of precinct where sensitive materials are located.

Impact:

Position responds to calls for security or investigation. Due to the nature of the position, there is possibility of physical harm in dealing with demonstrators, visitors, persons trespassing and possible safety hazards. Warn persons of policy infractions or violations, potential to apprehend and remove from premises, using force when necessary.

Contacts:

Position has contact with a broad range of individuals regarding the exchange of information. Circulate among visitors and employees to preserve order and protect property.

Supervision:

No formal supervisory requirements.

Working Environment:

Position requires frequently monitoring the environment for concerns or danger at assigned posts. May be required to stand for lengthy periods throughout the shift. Position works around the Legislative Precinct, either standing in gallery, standing at a static post or patrolling. Required to be present during late night sittings when necessary. Ability to work rotating shifts and to provide coverage (7) days a week. When performing duties associated with Security Officer, position may encounter the risk of sustaining serious or life threatening injury. Additional physical requirements may include lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds.