

**Substitute Assistance/Part Time Building Security Officer**



<b>Job Title:</b>	Substitute Assistance/ Part Time Building Security Officer	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Police	<b>Job Code:</b>	
<b>Location:</b>	City Center 300 S. Madison Avenue Greenwood IN 46142	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Assistant Chief of Police
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Maintain safe and secure environment for citizens and employees by patrolling and monitoring premises and personnel.</b>		

**Duties and Responsibilities:**

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Secure premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment and access points; permit entry.
- Prevent losses and damage by reporting irregularities, informing violators of policy and procedures and restraining trespassers.
- Complete reports by recording observations, information, occurrences, and surveillance activities, interviewing witnesses and obtaining signatures.
- Maintain environment by monitoring and setting building and equipment controls.
- Uphold organization’s stability and reputation by complying with legal requirements.
- Ensure operation of equipment by completing preventive maintenance requirements, troubleshooting malfunctions and scheduling repairs.
- Evaluate and rate new equipment and techniques.
- Drive results while contributing to team effort.
- Perform other duties as assigned.

**Job Requirements:**

**Education:**

- High School Diploma, GED or equivalent.



**Experience:**

- Three to five years prior police or security.

**Skills and Abilities:**

- Ability to operate computer and electronic surveillance equipment.
- Must successfully complete Field Training Program, 40 hour pre-basic ILEA training requirement and any other required training by ILEA and retain annual training requirements.
- May be required to attend recognized reserve school.
- Must have a valid driver’s license and insurability.

**Must not have on record any of the following:**

- Felony arrest, serious misdemeanor or any history or arrest of domestic violence.
- Dishonorable discharge from the military.

*These are the minimums required to perform the essential duties/requirements of this position.*

**Physical:**

- Must be able to sit and stand for long periods of time and be able to lift up to 35 pounds. Must be willing to random drug testing and must be over 21 years of age.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved By:**