



Job Title: Off Duty Officer (Retired) Supervisor
Department: Operations
Date: 9/27/2023

Reports to: Manager or Director
FLSA Status: non-exempt

Position Summary

A Law Enforcement Officer/Site Supervisor main function is to ensure guards are on post, assign officers to their posts, officers are in uniform, respond to incidents. The Supervisor ensures the officer staff maintains a safe and secure environment for clients and employees. They detect suspicious activity, monitor the premises and report all incidents in a timely fashion.

Essential Job Responsibilities

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Assign officers to their posts for the shift.
- Give out personal / lunch breaks (if required)
- Completes reports by recording observations, information, occurrences, and surveillance activities.
- Prevent damage or injury by reporting irregularities; informing violators of policy and procedures; deter trespassers.
- Respond to alarms or calls of distress.
- Complies with all Post Orders for site and ensures Officers do the same.
- Identify visitors and ask for appropriate documentation
- Use radios and/or cell phones to stay in contact with Security personnel
- Call for Police assistance if necessary
- Shares knowledge of site responsibilities and trains new guards assigned to site
- Regulate and monitor building systems

Knowledge/Skills/Abilities Required

- Must be able to work a flexible schedule, including all shifts, weekends and holiday's
- Must be able to work outside in all types of weather
- Must be able to follow detailed procedures
- Must have strong Customer Service skills
- Strong surveillance skills
- De-escalation techniques required.
- Active Shooter training required
- Must be dependable
- Must project a professional image and maintain Mulligan uniform standards



- Strong integrity, ethics and emotional control

Competencies

- Critical thinking and creative problem-solving skills combined with sound judgment
- Organized with an attention to detail
- Strong verbal and written communication skills
- Flexible and willing to learn new skill sets
- Ability to take initiative and work within a team structure as well as independently

Minimum Qualifications

- Education: High school diploma/GED
- 18 years of age
- Security Guard training and/or license (or be willing to obtain)
- Driver's License (if contractually required)
- Successful completion of a drug test and pre-employment screening requirements
- Fireguard license (if contractually required)
- Criminal Background check (if contractually required)
- Medical exam (if contractually required)
- Must be retired police officer.
- Must have Law Enforcement credentials.

My signature below acknowledges that I have had the opportunity to read, understand and ask questions, if needed, regarding the Security Officer Job description on page 1 and page 2 of this document. I have been given a copy of this document and fully understand that my signature represents my affirmation that I can meet all the responsibilities, qualifications, skills, competencies and working conditions outlined in said document.

Print Name _____

Signature _____

Date _____

Mulligan Management/Recruiter Signature _____

Date _____