

**Chief Security Officer (3187)**  
**Task List 2018**

1. Directs and supervises security employees assigned to protect City buildings, grounds, and other City property, including use of radio and surveillance equipment, on three shifts, seven days a week.
2. Instructs subordinates in methods of patrolling, including inspection of buildings and property for security problems, fire, accidents, hazards, and other emergency situations, and reporting their findings; proper use of main dispatch center communications equipment; monitoring systems; cooperates with L.A. Fire Department and other City departments.
3. Monitors security systems and fire alarm stations to ensure proper working condition and informs community stakeholders of security notifications.
4. Identifies access control issues (e.g. key cards, keys, alarms) and relays information to appropriate departments.
5. Maintains work records (e.g. time keeping records, personnel records), and prepares reports (e.g. incident reports, project reports), as necessary.
6. Supervises the investigation and preparation of reports such as damage to public property, property loss, and personal injuries, and cooperates with L.A Police Department.
7. Oversees response to more complicated situations which may require managing and/or removing uncooperative individuals.
8. Supervises security officers by establishing goals, prepares coordinating work schedules and vacation schedules, evaluating shift performance, setting guidelines, and checking and following up on subordinates' work performance.
9. Ensures subordinates comply with administrative training (e.g. EEO, Driver Safety, Sexual Harassment) and POST-certification training in proper care and use of weapons of self-defense (e.g. batons, handcuffs, and mace and/or pepper spray) in order to maintain proficiency.
10. Detains and/or arrests violators as necessary, in order to ensure public safety.
11. Testifies in court as necessary, in order to provide accurate testimony regarding an incident.

12. Participates in the development of a Procedures Manual for security officers to ensure consistency and quality of work performance.
13. Manages all personnel complaints, from all sources, regarding subordinates as well as problems with general job performance by reviewing reports and providing recommendations.
14. Oversees the maintenance of and assignment of lockers, uniforms, equipment, and supplies used by subordinates.
15. Fulfills supervisory Equal Employment Opportunity (EEO) responsibilities as set forth in the City's EEO Policy.
16. Acts as liaison with community groups, media, other city departments and personnel, public officials, contractors, concessionaires, film production companies, and special events regarding security concerns such as access control in order to ensure public safety.