

## General Duties

- Doors – how many to lock & unlock
- Sitting – how long are periods
- Standing – how long are periods inside
- Standing – how long are periods outside
- Atmosphere – % Inside v Outside
- Stairs – how many flights
- Walking Patrol – how many steps
- Reporting Writing - written, electronic
- Highly Visible Deterrent- describe
- Building Inspections – what type
- Monitoring ingress and egress area
- Monitoring Cameras – how many
- Elevator Lockdown – how many / often
- Visitor Access Control - describe,
- Personal/Bag Searches
- Verifying Deliveries – how many / process
- Building Lockdown – daily / emergencies
- Fire Drill Assistance
- Lost & Found
- Help Desk - describe
- Public Relations – how security handle
- Escorting People to the Parking Lot
- Handling - Securing - Transporting Money
- Mail - Package - Delivery Management
- Key Dissemination Building / Vehicles
- Gate Control

## Certifications

- Magnetometers/Other Tech Screening
- American Sign Language
- Bilingual
- Emergency Medical Technician
- Paramedic
- Nurse
- Firefighter
- Certified Law Enforcement Officer
- IT Security Specialty
- Certified Protection Professional
- Professional Certified Investigator
- Physical Security Professional
- Associate Protection Professional
- Certified Fraud Investigator
- Dispatching for Emergency Response
- Hazardous Materials Handling
- Risk Assessments
- Loss Prevention Agent
- Healthcare Facility
- K9 Handler

## Facilities

- Boiler Room Monitoring
- Water Monitoring
- Key Duplication
- Sand/Salt Sidewalks and Stairs
- Mail Screening
- Changing Light Bulbs
- Climbing a Ladder
- After Hours Issues
- Fire Safety
- Vulnerable Populations

## Computer

- Word
- Excel
- Email
- Camera System Change Management
- Camera System Video Investigations/ Retention
- Visitor Management
- Employee Mass Notification Systems
- Employee Absentee Resolution/ Time Keeping Systems
- Light Management Systems
- Radio Monitoring
- Badge Making / Printing
- Daily Shift Report Writing
- Virus Detection
- Pulling Cables
- Printer
- Scanner
- Copier
- Fax

## Soft Skills

- Client Relationship Management
- Team Supervision - # on team
- Independent Decision Making w/o Client
- Collaboration with Client Management Team
- Verbal/ Written Updates during Client Meetings
- Teamwork
- Attention to Detail
- Command Presence
- Emotional Intelligence
- Critical Thinking

## Patrol

- Car
- Truck
- SUV
- Segway
- Golf Cart
- Powered Mule 4x4
- Tractor
- Gate Control
- Bicycle
- Motorcycle
- Foot

## Communications

- Phone Receptionist
- Dispatch
- Call Outs
- Emergency Response
- Customer Service
- Helpdesk

## Life Safety

- CPR
- First Aid
- AED
- Narcan
- Water Rescue
- Lifeguard

## Use of Force

- Armed Certification
- Mace
- Taser
- Detention
- Crowd Control
- Physical Restraint
- Physical Removal
- Panic Button Response