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# NON-SWORN MEMBER VACANCY

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*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:**

**JOB VACANCY MEMORANDUM NO.**

**TITLE:** Security Guard

**ELEMENT OF ASSIGNMENT:** Building Operations Unit

**PAY RANGE:** 14

**STARTING MONTHLY SALARY:** \$3,033

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:**

**REQUIREMENTS:**

To observe and identify security/CJIS violations and report immediately. Direct vehicular and pedestrian traffic flow into/out of Police Headquarters and the Communications buildings. Maintain the overall security of department facilities controlling all access. Coordinate response for critical incidents and/or terroristic threat. Facilitate an evacuation should it be needed.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

This position is an unarmed, uniformed position with primary responsibilities being to observe and report on/or in specific premises or designated areas, to escort or guide, to control crowds, to give directions, to monitor camera systems, to control access, and to offer assistance for the safety of others. The guard has no authority to detain or apprehend a person suspected of committing a crime.

1. Provide overall security for department facilities, check visitor identification to ensure unauthorized personnel are not admitted to facilities, issue visitor passes to citizens to conduct police business. Perform lock-up duties such as securing stairwells, elevators, and other designated areas after normal business hours.
2. Participate in the CJIS/Vendor vetting process and policy compliance
3. Monitor and maintain the flow of vehicle traffic into and out of parking facilities.
4. Monitor motor pool and unit vehicles; maintain vehicle use records; request maintenance when due or needed.

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5. Monitor fire alarm panel, video monitors, access/alarm reader monitors, and elevator operation. Seek assistance from officers in emergency situations.
6. Answer telephone and respond to general questions from citizens providing excellent customer service.
7. Maintain public areas around buildings with regard to litter and inclement weather.
8. Conduct light maintenance such as changing light bulbs and moving items. Assist officers as needed.
9. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, weekends, and holidays.
10. Must have the ability to work in all types of weather conditions.
11. Perform related duties as required.
12. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of the position, the incumbent must possess a high school diploma or equivalent. Experience in building security is preferred.

Incumbent must possess a valid driver's license and have the skills and abilities to operate department vehicles within specified vehicle operating procedures.

Excellent communication and public interaction skills are necessary.

**Physical Requirements:** Position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20 to 50 pounds) frequently, light lifting (5 to 20 pounds) regularly, seasonal snow removal duties, talking on the telephone, the ability to climb a ladder, bending, kneeling, pushing, and pulling.

**Job Location:** (Place where work is performed.)

Position operates in police headquarters and communications buildings as well as surrounding areas.

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**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Telephone
- Portable Radio
- Vehicle
- Police radio
- Personal computer

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Mike Arndt, Building Operations Manager**.

Outside applicants – Go to <https://careers.kcpd.org> and complete an on-line application. Questions; please contact [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org).

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, post-offer physical examination and routine drug screen.

*Captain Edward Lamport*

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Commander, Employment Unit