

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Security Officer - CSM (Church-Service Missionary)	CSM		

Purposes

Assists in providing competent, professional physical security and coverage and response for Church headquarters facilities, employees, visitors and guests. This CSM position exists to support the Security Departments chartered responsibility to promote a safe and peaceful environment in which the mission of the Church may be accomplished. Assists regular security offices in handling disruptive or threatening influences at Church headquarters buildings to ensure a tranquil environment for the General Authorities, employees, visitors and patrons, as well as providing emergency response first aid response. Also functions as part of the "eyes and ears" of security by observing activities within their area of assignment. Officers are professional in bearing and appearance. Interactions with others must be tactful, courteous and helpful, maintaining excellent public relations at all times.

Responsibilities

65-75%: Promotes a safe, peaceful environment at Church headquarters by performing assigned duties such as; stationary security post and roving duties. Performing duties in a calm and professional manner while responding to a variety of security related situations such as fire, intrusion and panic alarms, disruptive or problem individuals, unauthorized entry, bomb threats, violence in the work place issues, dealing with mental subjects or unruly individuals, natural disasters etc. Performs authorized admittance procedures. Examines doors, windows and gates, etc to determine they are secure; observes equipment and machinery, etc, noting unusual circumstances or problems; May assist in conducting searches and effecting citizen arrests.

5-10%: Assists in administering appropriate first-aid relief to employees and guests that are injured or become ill, or come in contact with hazardous materials while on Church properties.

15%: Accurately reports problems to the Operations & Communications Center and supervisor and documents them in reports that are entered into a computer system.

100% Promotes good will and public relations through courteous, professional interactions with employees and guests in the performance of assigned duties.

5% Provides other security support and assistance as requested.

Qualifications

Prefer previous experience in law enforcement or related field. Education in similar fields is also a plus. Must possess sound judgement and decision-making skills, conscientious sense of duty and unquestionable integrity. Emotional and physical capability to effectively handle a wide variety of security incidents. Poised, decisive and calm under pressure. Proficient writing and computer and communications skills. Must be in excellent physical and mental condition. Have good eyesight and hearing. Be able to walk for extended periods of time, some running and able to climb and descend stairs.