4-05/010.00 Duties and Resposibilities of Supervisors

The Branch Supervisor shall be responsible for monitoring and supervising screening checkpoint activities, supervision of security personnel, and the coordination of all related security activities.

Specifically, the supervisor shall:

- Ensure that rules, regulations, practices, and procedures of the Department related to security personnel are observed.
- Counsel, train, supervise, and prepare performance evaluations for all security personnel.
- Provide leadership, guidance, and training for security personnel assigned to the Unit.
- Assign and coordinate security personnel in the searching or containment of the building in the event of escapes or bomb threats.
- Conduct frequent visual inspections of the security personnel and their activities.
- Ensure that hand held radios are checked routinely.
- Ensure effective and courteous screening by security personnel.
- Ensure screening equipment is operating properly.
- Ensure prompt reporting of equipment deficiencies to the appropriate entity.
- Ensure that required logs and report forms are accurately completed by security personnel.
- Receive screening-related complaints.
- Post in a conspicuous place a current copy of California State of Department of Health Services Form RH2364 (Notice to Employees) in a sufficient number of places to permit security personnel employees working in or frequenting any portion of a controlled area to observe a copy on the way to or from such areas.
- Ensure that the required warning/informational signs are posted at the screening checkpoints
- Respond to requests for assistance.
- To have an effective security program, the Branch Supervisor should develop the following procedures for security personnel assigned to their Branches.
- Patrol patterns for Security Officers which include frequency, areas of patrol, and special needs during certain hours.
- Facility diagram.
- List of local emergency telephone numbers.
- List of building tenant departments and employees.
- Branch procedures covering escapes, evacuation, and other emergency conditions.
- Identification of a secure area for special searches.