

## **4-05/010.00 Duties and Responsibilities 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.