

Personal Protection Specialist

Job Description

Description

Under direction of the Shift Lead or Assistant Shift Lead and in accordance with defined ASPIS Policies, Rules, Regulations and Procedures, the Personal Protection Specialist carries out personal protective service assignments to help ensure the safety and security of the contracted clients, their families, their property and other protectees as assigned.

Duties

- Provide protective services at static posts as assigned.
- Provide secure transportation to clients and others as assigned.
- Conduct security advances as necessary.

Responsibilities

- Protection Duties
 - Provide personal protection for the client.
 - Conduct foot patrols of the client's residential property to detect and deter unwanted activities.
 - Patrol and conduct surveillance of activities at various venues.
 - Maintain diligent observation efforts throughout assignment.
 - Perform security advances as necessary.
 - Provide updates to Shift Lead or Assistant Shift Lead regarding client status, threat status or other pertinent information.
 - Produce timely, complete and articulate Incident Reports when necessary.
 - Provide concise and intelligible verbal reports when necessary.
 - Can properly use electronic equipment such as mobile phones, two-way radios, GPS, portable computers, camera monitors, etc.
 - Can properly and safely operate assigned vehicles during client movements and when driving administratively.
- General
 - Submit timesheets and expense reports in a timely fashion.
 - Assist clients as necessary and directed.
 - Complete all assigned administrative duties as requested.
 - Attend all required initial and retraining programs as required.
 - Maintain necessary licenses as required.
 - Maintain a professional appearance to include attire and grooming.
 - Maintain a level of physical fitness necessary to complete assigned tasks.
 - Maintain vehicle readiness as required.