

Duties and responsibilities of a security guard.

- Ensure the safety of property and people.
- Guard against damage and attacks.
- Work as a patrol officer always on the move.
- Work as a static guard at one location.
- Keep on a constant watch.
- Make sure everything is under control.
- Possibly perform as a patrol and static guard.
- Use electronic surveillance equipment.
- Work with the police when required.
- Know what to do in case of emergencies.
- Have a working knowledge of first aid.
- Know how to operate lights in your area.
- Always be on the alert for acts of violence.
- Inspect bags, luggage and personal items.
- Stop the entry of unauthorized people.
- Be courteous to all people you deal with.
- Do not be late for assignments.
- Be alert for unusual situations.
- Know how to contact your supervisor.
- Be courteous and polite.
- Ability to react fast in an emergency.
- Be in good physical shape.
- Be honest and have dedication to the job.
- Safeguard against theft and violence.
- Be on the lookout for disturbances.
- Protect against physical and financial loss.
- Transport money and/or valuables.
- Direct vehicles and make sure vehicles are safe.
- Inspect and/or adjust controls of buildings.
- Make sure security equipment is in working order.
- Conduct checks inside of buildings you protect.
- Know where emergency alarms are located.
- Make detailed notes of anything unusual.
- Write details of accidents and damages.
- Observe every person within your guard area.
- Prohibit certain items into restricted locations.
- Always act in the best interest of your employer.
- Answer general questions and give directions.
- Always represent yourself in a professional manner.
- Maintain knowledge of your electronic equipment.
- Make sure your personal equipment is always working.
- Know who to call in case of an emergency.
- Must have good communication skills.
- Have the ability to handle and resolve conflicts.
- Armed guards must know how to use their firearm.
- Know how to communicate on a phone.

You can find more information about being a security guard at the [Security Guard Career Center](#)