

SECURITY OFFICER NAME: _____

Y – Yes

O – Occasionally

N -No

1. Surveillance:

- ☐ Demonstrates keen observation skills.
- ☐ Identifies and responds to suspicious activities promptly.

2. Patrols:

- ☐ Conducts regular outdoor patrols every 30 minutes.
- ☐ Maintains constant movement while inside the premises.

3. Access Control:

- ☐ Monitors and controls access, allowing only authorized individuals.
- ☐ Ensures strict adherence to access control policies.

4. Communication:

- ☐ Maintains effective communication with colleagues and supervisors.
- ☐ Utilizes communication devices appropriately and promptly.

5. Customer Service:

- ☐ Provides assistance and information courteously and professionally.
- ☐ Demonstrates a helpful attitude towards visitors, employees, or residents.
- .

6. Conflict Resolution:

- ☐ Effectively uses communication skills to de-escalate situations.
- ☐ Demonstrates proficiency in conflict resolution techniques.

7. Physical Security Measures:

- ☐ Ensures proper implementation and maintenance of physical security measures.
- ☐ Regularly inspects locked doors, gates, and other security features.

8. Emergency Equipment:

- ☐ Familiarizes self with and effectively uses emergency equipment.
- ☐ Demonstrates knowledge of evacuation procedures.

9. Professionalism:

- ☐ Adheres to dress code and punctuality standards.
- ☐ Maintains a positive and professional attitude.

10. Adaptability:

- ☐ Responds effectively to unexpected situations.
- ☐ Demonstrates flexibility and adaptability to changing circumstances.

Overall Performance Rating:

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement

Additional Comments:

Evaluator Signature:

Signature: _____

Date: _____