

# MICHIGAN SENATE

## SENATE BUSINESS OFFICE

### POSITION POSTING

#### **PART-TIME ASSISTANT SERGEANT AT ARMS**

#### **SUMMARY:**

Under the direction of the Director of the Senate Business Office and supervised by the Sergeant at Arms/Chief of Police (Chief of Police) and the Lieutenant of Public Safety, the Assistant Sergeant at Arms Public Safety is an MCOLES certified Police Officer for the Michigan Senate Police Department (MSPD). The Assistant Sergeant at Arms Public Safety provides safety and security for Senators, staff, and visitors of the Senate in and around the Michigan State Capitol building and all other Senate office buildings; attends sessions of the Senate, committee meetings, and other Senate events providing security and related services as needed or assigned. The Assistant Sergeant at Arms Public Safety primary focus is on public relations, Senate Committee room coverage, routine patrol of Senate buildings and providing emergency response as needed.

#### **ESSENTIAL JOB FUNCTIONS:**

- Greets Senators, staff, and members of the public; monitors visitor access of entrances and exits to prevent unauthorized persons from entering secured areas of the Capitol and Senate buildings
- Serves as the primary point of contact for visitors to the Senate, providing information, directions and assistance to visitors of the Binsfeld building, Boji Tower, and the Capitol building
- Guards and patrols Senate areas of the Capitol Building, Boji Tower, Binsfeld Office Building and Townsend Parking Ramp, maintaining a professional and proactive security presence
- Conducts safety and security inspections of the Senate Chamber, gallery, and committee rooms in preparation for Senate sessions and committee meetings
- Secures the Senate Chamber in the event of a Call of the Senate
- Attends Senate sessions and committee meetings, ensuring safety, order, and compliance with Senate rules and instructions of the presiding officer and committee chair
- Responds to criminal and other complaints and calls for service from Senators or staff, and may conduct sensitive investigations upon complaints regarding potential criminal activity or threats
- Resolves matters with Senate offices; informs Chief of Police and Deputy Chief of Police of activities and problems

## **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Responds to duress signals, alarms or indications an incident may be a medical emergency, fire emergency, active shooter event, workplace violence, bomb threat, or other incident regarding the safety and security of Senators, staff, or visitors
- Stores and retrieves video footage for MSPD evidentiary purposes
- Acts as the primary contact for the MSPD; receives calls and directs to appropriate personnel
- Provides notification of emergency incidents that lead to activation; maintains situational awareness through information monitored via the Operations Center Network, and other outlets
- Tests and monitors all Senate alarm systems; duress buttons, AED alarms, Binsfeld Office Building door alarms, fire alarms
- Attends ongoing training for first aid, CPR, AED, and oxygen administration
- Escorts Senators and staff to nearby parking areas upon request
- Ensures adequate MSPD supply and equipment levels are maintained in all Senate buildings
- Attends ongoing training and maintains proficiency with MSPD issued weapons per MCOLES standards and strictly adheres to all laws, rules, and policies applicable to the use of firearms
- Performs all other duties as assigned by the Director of the Senate Business Office and the Chief of Police

## **EDUCATION/EXPERIENCE:**

- Associates degree or equivalent required; Bachelor's degree preferred
- Minimum of five years professional law enforcement work experience
- MCOLES certification as a Police Officer or eligible for certification reinstatement required
- Certified in First Aid, CPR, and AED preferred
- Other combinations of education and experience evaluated on an individual basis

## **SKILLS AND KNOWLEDGE REQUIRED:**

- Ability to walk, stand, sit, and remain attentive for extended periods of time
- Ability to participate in physical training, such as defensive tactics and firearms qualifications
- Extensive knowledge of law enforcement and security functions and procedures
- Basic knowledge of Microsoft Windows operations systems
- Ability to comprehend and apply applicable Senate Rules, policies, regulations, and guidelines
- Ability to balance authority with diplomacy and maintain a positive working relationship with others, including elected officials, staff members, and the general public
- Ability to use, or to be trained to use, equipment related to the duties of the position, including firearms, two-way radios, telephones, basic computer programs and specialized electronic security systems including access control and video monitoring systems
- Knowledge of building security access control, video monitoring, and visitor management systems

systems

- Ability to work outside of prescribed hours when necessary
- Ability to maintain confidentiality of information
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

**STATUS:** Part-time year round, as needed, maximum weekly hours of 29.50

**SALARY:** Starting at \$20 per hour

**GOVERNING CAUCUS:** Nonpartisan

This is a non-civil service, at-will position.

**Interested applicants, please submit a cover letter and resume  
by 5:00 pm, Thursday, May 13th, 2021 to:**

PO Box 30036

Lansing, MI 48909

Email: [resume@senate.michigan.gov](mailto:resume@senate.michigan.gov)

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.