

OFFICE OF THE MARSHAL
OFFICE OF THE PARLIAMENT POLICE UNIT

JOB DESCRIPTION

JOB TITLE: CONSTABLE

REPORTS TO: CORPORAL

POSITION SUMMARY:

The Constable is responsible for carrying out approved plans and security measures to ensure the protection of life and property and the preservation for peace and order within the Office of the Parliament and the Parliamentary precinct.

REPORTING RELATIONSHIP:

Report to the Corporal. No supervisory responsibilities.

KEY DUTIES AND RESPONSIBILITIES:

1. Ensure that access privileges of Members of Parliament are respected.
2. Use the technical equipment, systems, processes and skills related to access control to facilitate appropriate access.
3. Alertly identify persons or behaviour that may call for access control and confidently take action to prevent unauthorized individuals from accessing restricted areas.
4. Position himself/herself to facilitate and control access.
5. Promptly recognize, facilitate and control the access of the many people who work in or come to the Parliament.
6. Verify passes and extends appropriate access.
7. Utilize computer technology to determine access privileges.
8. Confirm individuals on the Restricted Access List.
9. Escort persons with limited access.
10. Operate alarm control panel features related to intrusion alarms.
11. Recognize suspicious behaviours that require access control through direct observation or by the use of camera system.
12. Monitor for potentially hazardous materials and situations.
13. Conduct physical searches of designated areas.

14. Operate alarm control panel features related to fire and duress alarms.
15. Extinguishes small fires using fire extinguisher and fire hoses.
16. Evacuate people according to the procedures.
17. Protect crime scenes.
18. Gather real, direct, indirect or circumstantial evidence.
19. Maintain and records continuity of evidence using the Parliament Report Form.
20. Detain or arrests people.
21. Escort persons for their security.
22. Establish sufficient rapport to provide general information and direction to the public regarding security policies and procedures, basic historical and architectural details of the Office of the Parliament and general procedural information on the functioning of Trinidad and Tobago Parliament.
23. Render first aid, direct, escort, evict, evacuate, detain and arrest people. At times, these relationships evoke strong emotional reactions from people.
24. Communicate and coordinate work tasks with his or her peers and supervisors by using face-to-face, radio and other telecommunication equipment to ensure collaboration in monitoring and responding to security issues.
25. Must be extremely vigilant in monitoring and interpreting on-the-job variables that will lead to action being taken or to recommendations being made to his or her supervisor where this is required and /or possible.
26. Substantiate his or her thinking in both oral and written form.
27. Maintain important information in his or her Security Unit notebook and uses the notebook to conduct investigations, gathering evidence, prepare Occurrence Reports and brief his or her supervisor.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

1. Knowledge of modern police practices and methods.
2. Knowledge of the laws governing arrests, the giving of evidence and court procedures.
3. Knowledge of motor vehicle and criminal laws.
4. Working knowledge of the Security Policy Manual, Security Procedures Manual, the Emergency Response Manual, etc.
5. Knowledge of first aid principles and skill in their application.

6. Skill in the use and care of firearms.
7. Ability to react quickly and calmly in emergency situations and determine proper courses of action.
8. Ability to meet such qualifications regarding age, height, weight, strength, and agility as may be required at time of enlistment.
9. Good general intelligence and emotional ability.
10. Knowledge of Parliament Security Unit practices.
11. Must be sensitive to the diversity, needs and belief of Members of Parliament, their staff, other employees, the media, visitors and tourists.
12. Knowledge and experience in operating the Integrated Security System.
13. Direct and regular experience in interacting with people.
14. Experience preparing documents using Microsoft Windows environment.
15. Experience in assessing issues or problems and making recommendations.
16. Strong working knowledge of security procedures, the schematic layout of the identity of the Members of Parliament and the daily routine and activities within the Parliament.
17. Must be extremely vigilant in monitoring and interpreting on-the-job variables that will lead to action being taken or to recommendations being made to his or her supervisor where this is required and/or possible.
18. Ability to understand and carry out oral and written instructions.
19. Ability to write and speak effectively.

WORKING CONDITIONS:

- Maintain a constant awareness of his/her surroundings so as to identify suspicious or abnormal situations.
- Exposure to physical changes during crisis situations that affect the safety of individuals or the security of Parliament.
- Disruptions to family life due to hours of work.

MINIMUM EXPERINCE AND TRAINING:

- At least 5 years experience in the Trinidad and Tobago Police Service/Trinidad and Tobago Protective Service.
- 5 GCE O'Levels including English and Mathematics or its equivalent.

SPECIAL REQUIREMENTS:

- Pressure Point Control Tactics certification.
- CPR level C certification.
- Standard First Aid certification.
- Defibrillation certification.
- Oxygen Therapy certification.
- VIP and Bodyguard certification.
- Firearm certification.
- Required to pass standards of fitness at recruitment and may be call upon to use physical intervention, including elements of a force continuum, to deal with emergency situations.