



Notes for the Employer:

An employee profile is a vital source of information, including contact details, training, licenses, and more. It's a dynamic document that needs regular updates from managers, supervisors, and admins to stay current.

For effective management, all levels of leadership should contribute to the profile after meaningful interactions.

To ensure accessibility for those in the field, an online platform is recommended, ideally accessible via smartphones.

Consider using platforms like Evernote or Notion. They are versatile, user-friendly, visually appealing, and cost-effective.



Employee Profile

1. Personal Information:

First Name: _____ Last Name: _____
Address: _____ City: _____ State: _____
Phone: _____ Email: _____
Date of Birth: _____
Emergency Contact Name: _____ Phone: _____

2. Photograph:

— A clear, recent photograph of the employee for identification purposes

3. Identification and Licensing:

— Valid identification documents (driver's license, passport, etc.)
— State or local security licenses or certifications, if required

4. Security Credentials:

Details of any security clearances or certifications relevant to the role: _____

5. Employment Information:

Current Job title: _____
Department or specific assignment: _____
Date of hire: _____
Employee ID or badge number: _____
Reporting supervisor or manager: _____
Work location or area of responsibility: _____

6. Training and Certifications:

List of relevant security training courses and certifications (CPR, first aid, defensive tactics, etc.)

Certification/Training Courses, Expiration Date (if applicable)

Guard Training Courses:

— New Security Guard Training — Renewal Security Guard Training — Other: _____

BSIS required courses (if applicable):

— BSIS New Security Officer Training Course
— BSIS New Guard Card Bundle
— BSIS New Guard Card Continuing Education Bundle
— BSIS Annual Security Officer Refresher

7. Work Experience (Previous security or law enforcement experience, if applicable):

Company Name: _____
Start Date: _____ End Date: _____
Specific security-related duties and responsibilities: _____
Company Name: _____
Start Date: _____ End Date: _____
Specific security-related duties and responsibilities: _____
Company Name: _____
Start Date: _____ End Date: _____
Specific security-related duties and responsibilities: _____

8.Skills and Qualifications:

Specific security-related skills (surveillance, access control, threat assessment, etc.) _____

Proficiency with security equipment (Check one) ☐ Surveillance Cameras ☐ Alarms ☐ Metal Detectors

Familiarity with security software or systems (List all)

9.Emergency Procedures:

Knowledge of and training in emergency response procedures (Check all applicable)

☐ Fire ☐ Medical Emergencies ☐ Evacuations ☐ Other

10.Specialized Equipment:

Proficiency with any specialized security equipment

☐ Firearms ☐ Handcuffs ☐ Batons ☐ Other

Relevant licenses and training:

11.Contact Information:

Professional social media profiles, if applicable (ensure adherence to company policies on social media use)

12.Performance and Reviews:

Performance evaluations and reviews specific to security roles

Documentation of any commendations or disciplinary actions

13.Health and Physical Requirements:

Physical fitness requirements or standards for the role

Health conditions that may affect job performance (e.g., allergies, medical conditions)

14.Shift Schedule:

Details of the employee's work schedule, including shifts, days off, and any rotation schedules

15.Code of Conduct:

☐ Acknowledgment of adherence to the company's code of conduct, ethics, and confidentiality agreements

16.Contact Information:

Emergency contact person: Name: _____ Phone: _____

17.Consent and Acknowledgments:

☐ Signatures acknowledging receipt and understanding of company policies, legal agreements, and code of ethics

☐ Consent for background checks and drug testing, if required



18.Incident and Reporting:

- Procedures for reporting incidents, accidents, and security breaches

19.Call-Outs, No Shows and Tardiness:

Compiled list of all missed scheduled shifts

- Provide screenshots and/or document reason why employee gave as to their missed shift, even if they didn't give any excuse

20.Additional Notes or Comments:

Any additional information relevant to the employee's security role or specific duties
