4-03/020.00 Responsibilities

The major responsibility of the Security Officer and Security Assistant is prevention of incidents or offenses. A Security Officer and/or Security Assistant must be highly visible. By remaining visible, security personnel may discourage anyone who might be considering theft, damage, or personal injury to persons or property.

Security personnel must be alert, listen carefully, and be ever watchful. Prevention of entry of persons who are disruptive, abusive, and/or intoxicated is accomplished by being alert to all who enter your facility. Be aware of warning signs of various problems which may surface ahead of time, such as body language, tone of voice, slurred speech, manner and style of dress, eye movements, etc.

It is the responsibility of security personnel to be thoroughly familiar with the Security Plan of their facility. Only with complete knowledge and familiarity can security personnel act quickly and efficiently in any given situation. If an offense or incident does occur, security personnel must remain calm, observe and remember events, and report the occurrence to their supervisor.