

## **7-02/030.10 Security Officer's Duties**

The primary duty of the Security Officer is to provide inmate security and full attention shall be devoted to that function. The Security Officer is not to be eating or reading during this time, nor should they be seated in such a manner which would restrict their ability to maintain constant observation of the inmates.

The Security Officer is not an assistant driver and is to only aid the Driver when the vehicle is being maneuvered into or out of narrow or congested areas. The Security Officer is to always aid the Driver when the vehicle is backing. The vehicle shall not be backed without assistance from someone on the ground, acting as a guide. (Refer to CSDM, 7-02/120.15 - Backing of Buses).

The Security Officer shall make security checks of the outside and inside of the vehicle at every opportunity. The Security Deputy is responsible for checking the interior of the vehicle for contraband and hiding inmates. He/She is also responsible for conducting an inspection of the exterior of the vehicle for damage. This search and inspection shall be conducted each time the vehicle is emptied of inmates.

The Security Officer must maintain constant observation of inmates and be alert for unusual activity on the bus. The overhead mirrors are merely a tool to assist with the security function and are not to be relied upon as the only method of viewing the bus interior.

All Deputies at the completion of Bus Driver Training, and newly assigned Deputies during the Orientation Program will receive and sign for a copy of, the Duties of a Security Officer.

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