## 4.1 Security Services Officer

### Duties - General

**Purpose**

Security Services Officers are expected to carry out all duties as detailed in their Job Description.

**Guideline**

The Security Services Officer job description includes the following duties:

### SECURITY SERVICES

- Monitor and enforce compliance with those Commonwealth, State, and University legislation, by-laws, policies and procedures relevant to the University.
- Identify, respond to, and report unlawful and unauthorised activities on campus.
- Conduct patrols of the Campus grounds and buildings, on foot or by vehicle.
- Perform crowd control and civil disturbance duties.
- Prevent unauthorised access to the site and buildings and remove as necessary unauthorised persons from site.
- Ensure the security of University property, buildings, and installations.
- Conduct personal safety escorts as required.
- Monitor and respond to the security, access control, Help Points and duress alarm systems on Campus.
- Conduct first response to emergencies (eg medical, fire, bomb, lifts, etc) and subsequently assist emergency services, including the use of breathing apparatus if required.
- Conduct opening/closing procedures
- Remove improperly posted materials from Campus buildings and structures.

### CUSTOMER SERVICE

- Assist University personnel with information and directions to proceed around Campus.
- Staff the Macquarie University Security Information Centre as required.
<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
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<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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<td>1 July 2013</td>
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