4.13 Assist CIT Operations

**Purpose**

To ensure that systematic approach is followed when assistance Security Officers undertaking CIT Operations throughout the Campus.

**Guideline**

There are a number of Retail Outlets within the Campus which are managed by a University entity, Campus Experience.

For these Retail Outlets to operate, they require cash floats. These cash floats are delivered to the Retail Outlets on a daily basis. In addition to the delivery of floats, ‘cash skims’ are conducted throughout the day and then money is collected and taken to the Cashiers Office (Campus Hub) at the end of trade.

Throughout the Cash Handling process, Campus Security are required to assist the Security Officer conducting Cash In Transit operations. This assistance consists of;

- Area Rover being directed to cash drop area ahead of CIT Officer to scan location for suspicious activity
- Control Centre Operator, where possible, directs CCTV to the area off the drop off
- Once ‘all clear’ is given from Area Rover/Control Centre Operator, CIT Officer commences to drop off location
- Once at the drop off location, Area Rover/Control Centre Operator resume their normal duties

**Contact Officer**

Campus Security Manager

**Date Approved**

1 July 2012

**Approval Authority**

Director, Property

**Related Policies, Procedures, Guidelines, Forms or Templates**

Security services Section – Standard Operating Procedures

**Next Date of Review**

1 July 2013