4.3 General Duties – Afternoon Shift

**Purpose**

**General duties for afternoon shift.**

The afternoon shift hours are 1400 - 2200, Monday to Friday and 1800 – 0600 on weekends, Public Holidays and Concession Days. Officers are required to be in uniform and ready for task allocation five minutes before this time.

Area Security Officers are required to perform the following duties:

- lock all Administration buildings (internal/external)
- conduct patrols of all other buildings (internal/external)
- assist staff, contractors and visitors to the Campus
- respond to incidents
- provide first aid
- identify/report hazards
- check notice boards for illegal posters
- isolate/de-isolate fire panels as requested
- provide personal escorts when requested
- respond to all other reasonable requests from the Control Centre

Security Officers may also be required to act as a relief for security officers performing other duties within the Campus.

During Semester, Security Officers are to ensure that all Central Accommodation Rooms (teaching rooms) remain opened.

On weekends, Public Holidays & Concession Days, the Control Centre will be provided with a list of rooms/buildings that are required to be opened. Security Officers will ensure that ONLY those rooms/buildings on that list are opened.

When not engaged in any specific duty, Security Officers are required to conduct general patrols of the Campus and report any hazards/problems to the Control Centre Operator.
<table>
<thead>
<tr>
<th><strong>Contact Officer</strong></th>
<th><strong>Campus Security Manager</strong></th>
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<tbody>
<tr>
<td><strong>Date Approved</strong></td>
<td>1 July 2012</td>
</tr>
<tr>
<td><strong>Approval Authority</strong></td>
<td>Director, Property</td>
</tr>
<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td>Security Services section – Standard Operating Procedures</td>
</tr>
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<td><strong>Keywords</strong></td>
<td>1 July 2013</td>
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