4.4 General Duties – Night Shift

Purpose

Night shift duties.

Guideline

The night shift hours are 2200 – 0600 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 buildings (internal/external)
- conduct external patrols of all buildings
- monitor staff/contractors who remain on Campus after hours
- 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.

When not engaged in any specific duty, Security Officers are required to continually patrol the Campus and report any hazards/problems to the Control Centre Operator.

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

Keywords

1 July 2013