14.2 EMC² Building - Security Officer Duties

**Purpose**

To ensure that the correct procedures are adhered to when performing duties at EMC².

**Guideline**

The Security Officer performing duty at EMC² will attend the Security Office at the following times:

Monday to Friday 1545
Sat/Sun/P-H 0845

The Security Officer will collect a radio and access card for the EMC² building. On arrival to the building, the Security Officer will inform the Security Control Centre Operator of their arrival and conduct a ‘radio check’. The ‘call sign’ is Mike 1.

The Security Officer will then attend the Self Study Room & Computer Labs to ensure that all computers are in place. The Security Officer will then check the tutorial and breakout rooms before taking his/her place at the Reception Desk at EMC².

**Contact Officer**

Campus Security Manager

**Date Approved**

21 March 2013

**Approval Authority**

Director, Property

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

Security Services Section – Standard Operating Procedures

**Next Date of Review**

1 July 2013