| Purpose | To ensure that Security Officers working at MU Village are aware of and follow all policies & procedures. |
| Guideline | Security Officers working at MU Village are required to record all their activities and actions in the Security Occurrence Log which is kept in the Administration Office.  

All Incident Reports are to be registered in the Incident Register & cross referenced to the Occurrence Log. Incident reports must also be photocopied and handed to the Security Control Centre at the end of your shift.  

**Incidents**  

All incidents that occur during your shift will be reported to the Security Control Centre and recorded in your Contemporaneous Notebook. An Incident Report must also be completed.  

All incidents of assault or damage to MU Village property will be reported to the Police.  

Security officers working at MU Village should contact the Security Control Centre for any assistance when required.  

**Uniforms**  

Security Officers will report and be ready for duty in their full Macquarie University uniform at all times.  

**Traffic Control**  

When required to perform traffic control, security officers will wear a HiVis vest at all times, day or night.  

**Golf Buggy**  

A golf buggy is provided to assist security officers working at MU Village conduct their patrols. No person(s) other than the security officers on duty at MU Village are to drive the golf buggy.  

The golf buggy will be driven in a responsible manner at all times.
The golf buggy is not to be driven on the grass or footpaths of MU Village under any circumstance.

If the golf buggy sustains any damage during the shift, it must be reported to the Security Control Centre.

**Control Centre Operator (CCO)**

The Security Control Centre Operator is responsible for the safety of security officers working at MU Village. It is the responsibility of the CCO to conduct regular welfare checks with security officers working at MU Village. These welfare checks are to be recorded in the Desk Log.

The CCO is also required to send a copy of the Desk Log and any Incident Reports that have been completed to MU Village Management on a daily basis.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>21 March 2013</td>
</tr>
<tr>
<td>Approval Authority</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>
<tr>
<td>Keywords</td>
<td>1 July 2013</td>
</tr>
</tbody>
</table>