### 12.1 Macquarie University Village

**Purpose**

To ensure correct procedures are followed when performing security duties at Macquarie University Village.

**Guideline**

Macquarie University Village is a housing complex situated at the corner of Culloden and Waterloo Roads. MU Village is managed by Campus Living Villages, a private company not affiliated with the University.

The security officer(s) patrolling MU Village will be known as Victor 1 & Victor 2. The following are the instructions to be followed by the MU Village security officer(s);

- Village Security Officer (Victor 1) attends Security Office at 2145
- Victor 1 signs on, collects all security equipment required to perform his/her duties
- Victor 1 checks golf buggy. Reports condition to CCO. Drives to MU Village
- Victor 1 meets with RA on duty for briefing.
- Victor 1 patrols Village as per patrol instructions.
- Victor 1 is to call CCO every hour for a welfare check.
- If an incident occurs, Victor 1 contacts CCO and informs him/her of the incident. If the incident is considered to be of a more serious nature, the CCO will contact the Security Operations Coordinator and the On Call MU Village staff member.
- At the completion of his/her shift, Victor 1 returns to the security office, places the golf buggy on charger, returns security equipment and signs off.
- If, during the shift, Victor 1 attended an incident where an incident report is required to be completed, Victor 1 will photocopy his Contemporaneous Notebook containing the incident details and give the copy to the CCO. The CCO will then complete an Incident Report.
- The day shift CCO will filter the IRIS log (MU Village patrols/incidents) and forward the Log to the Security Operations Coordinator along with the nominated MU Village staff members.
<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>21 March 2013</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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<tr>
<td>Next Date of Review</td>
<td>1 July 2013</td>
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