### Purpose

Security Officers will prepare themselves thoroughly before undertaking Traffic and Parking duties.

### Guideline

**Introduction**

During the SEINS Training, Security Services Officers were reminded of their Professional Responsibilities when introduced to the aspects of:

- Ethics
- Discretion
- Corruption

**a. Ethics**

Ethics becomes a very important issue when an individual is acting in a position of authority.

SSOs should always be seen to be acting ethically. Treat all members of the public fairly, equitably and with respect, regardless of race, sex, religion etc.

**b. Discretion**

In some cases you may find that it is within your discretion as to whether or not the criminal justice system is to be invoked or not?’

Your duty to the community and therefore the law, requires that your decision not to invoke the system, where there is an apparent breach, is not tainted with any type of unethical conduct or behaviour on your part.

**c. Corruption**

Lack of attention to ethics and/or discretion can lead to corruption. For example: Was your decision not to issue an infringement notice made because of some consideration offered to you by some person? Or worse: Did you threaten to issue the notice unless some person agreed to give you such consideration?

**Requirements – ‘Tools of the Trade’**

The fully trained and confident SSO is now ready to start issuing infringements. As in any ‘trade’ there is basic equipment that is needed to do the job.
To do the job you need:

a. Infringement Book & Supply Envelopes (placed in folder) or PDA and Printer
b. Contemporaneous Notebook
c. 2 x Black Ball Point Pens
d. Chalk
e. Hi Visibility Shirt - Occupational Health & Safety Requirement
f. Copy of Traffic & Parking Rules
g. Campus Map
h. List of lost/stolen Permits compiled by the Security Office
i. Torch
j. Security License – As required by law.
k. Camera

a. Infringement Book & a Supply of Envelopes/PDA & Printer

The Infringement Book sits inside a folder. The folder contains several plastic sleeves into which can be put campus maps, copies of the Traffic & Parking Rules (A4 double sided sheet), and other printed information such as a listing of stolen permit numbers etc. The PDA is a windows based hand held device which is used to electronically issue penalties. The PDA must always be accompanied by the matching printer (PDA 1 goes with Printer 1 etc.). As a PDA has an inbuilt camera, there is no need to take one.

b. Contemporaneous Notebook

It is the policy of the Security Services Department that all SSOs carry a contemporaneous notebook in their day to day duties.

ALL ENTRIES MUST BE PRINTED NEATLY IN BLACK BIRO

Entries should be made in order of date and time and a line should be ruled under each entry and a one-line space left before commencing the next entry.

c. 2 x Black Ball Point Pens

It is simply a legal requirement to use black biro.
d. Chalk

Chalk is used to write the time on the tyre when a vehicle is parked in a time restricted zone.

The chalk must only be used on the part of the tyre that will come in contact with the road. Do not put chalk marks on the sidewalls. Faded or previous chalk markings can lead to mistakes and an embarrassing day in Court.

e. Hi Visibility Uniform Shirt

SSOs are to wear the issued high visibility uniform shirt when on traffic and parking duty. It makes the officer easily seen with the resulting two outcomes:

f. Copy of Traffic & Parking Rules

People will engage you in a debate about the Traffic & Parking Rules. The copy of the rules you carry is exactly the same as that signed and declared to be understood by persons purchasing a yearly, half yearly or monthly.

g. Campus Map

The campus map will show all the car parks on Campus. You may have need to assist people finding their way around and the car park system.

h. Torch

i. Security License

j. Camera

If a security officer decides to take an infringement book, they are to take a camera to take photographs (evidence) of the vehicle that has been infringed.