

	The University of North Carolina Greensboro Police Department	
	General Order 2-8.7	Security Officers

Purpose and Scope

The purpose of this order is to provide guidelines for the implementation of operations that fall outside the normal scope of the patrol officer, yet often work in conjunction with patrol operations.

Policy

It is the UNCG Police Department's policy that security officers are not commissioned as law enforcement officers and do not have the authority to make a full custody arrest.

Security officers may be assigned to law enforcement related community service functions. They can also be used as a resource in emergencies and large-scale special events. Security officers function in a support role with limited authority.

A. Duties and Responsibilities

The university security officers have numerous responsibilities and play a large role in the safety and security of the campus. Their main priority on campus is to secure and unsecure buildings; however, they are also responsible for several additional duties as well.

- Lock and Unlock Buildings - Each security officer is responsible for locking and unlocking everything on the access lists provided by Communications at the particular time specified. While performing the locks and unlocks on the lists, the officers are also responsible for responding to calls received from students, professors or staff who have locked themselves out of their office or left something in a room that is now locked.
- Building Walkthroughs - Each security officer is assigned a certain number of buildings on campus during his/her shift and is required to walk through each building twice a night. While performing their walkthrough, they are checking for suspicious activity in the building, making sure all computer labs are secured, and making sure there is no one in the building that does not have approval to be there.

- Sustainability and Energy Conservation - During the security officer walkthroughs they are also responsible for turning lights off in every unoccupied classroom and/or lab. This is part of the police department's efforts to assist the university in reducing its energy usage.
- Secure Remote Properties - Security officers are responsible for securing/unsecuring, walking the buildings, turning the lights off at four remote locations: Becher Weaver, McManus Warehouse, 1100 West Market Street, and North Campus.
- Medical Calls and Fire Calls - Security officers assist police officers on all medical and fire calls. When assisting they are responsible for silencing, reading and resetting the alarm panel. They also wait for Greensboro Fire Department and EMS to arrive on scene and lead them to the fire or injured person. The security officers are also trained in first aid and are considered first responders.
- Perform Scheduled Fire Drills for All Departments - Each department with specific buildings, such as Residence Life and the Child Care Facilities, schedule their fire drills through the police department. The security officers are required to perform these drills when they are scheduled.
- Safety Walks - The purpose of the walk safe program is to provide walking escorts for faculty, staff, students, and visitors who feel unsafe on campus. Safety walks are provided by police officers and security officers.
- Elevator Entrapment Calls - The security officers are responsible for responding to these types of calls and standing by until the person is freed from the elevator. While the person is stuck in the elevator, the security officer has to meet the elevator tech, lead them in, and perform any unlocks to provide them with the proper access to open the elevator.
- Maintenance Calls - Anytime a service call is requested on campus the first to respond are the security officers. This could include anything from vandalism, broken toilets, leaking water fountains, air conditioning not working, etc. Security officers are sent out to the scene to advise whether or not the Physical Plant, Housekeeping, or the Lock Shop are needed.
- Assist Police in Securing Perimeters - Unlike the police officers, the security officers remain on campus for their entire 12 hour shift. Security officers serve as a perimeter (eyes and ears) for incidents that occur on campus. Security officers should provide information via radio of any observed activities related to the incident.
- Watch Surveillance Cameras - When manpower and call volume permit, the police department attempts to monitor portions of the university's camera system. All of these cameras can be viewed in the communications center or squad room. The security officers assist the Communications staff in viewing the cameras when available.
- Set Alarms - Certain buildings on campus require someone to manually set the security alarm panel.
- Assist with Special Events - The security officers assist with graduation, move in, check points and several other special events on campus.
- Assist Police with Safety Talks - The police department has a program called "Adopt A Cop" where every residence hall on campus is assigned a police officer. Security officers go to every

safety talk and provide assistance for all other services to make the experience easier and quicker for the students.

- Emergency Phones - The security officers are responsible for checking every emergency phone on campus every quarter.

B. Training

All security officers will receive the following training before being assigned an area of responsibility:

- Location and names of all buildings on campus
- Procedures for checking assigned buildings
- Radio usage and 10 codes
- Location of emergency blue lights
- Location of parking areas
- Performing a safety walk
- Assisting police with directing crowd control in emergency situations
- Assisting with special events such as move-in, games or student activities
- Securing and unsecuring buildings
- Assistance on fire, medical and maintenance calls
- Location of alarm panels in every building
- Procedures for use of OC spray
- Procedures for use of ASP

C. Equipment Issued

All security officers will receive the following equipment before being assigned an area of responsibility:

- OC spray
- ASP
- Radio
- Traffic Vest
- Narcan
- Complete security uniform