

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

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CAMPUS SECURITY COORDINATOR

Appointment

1. The Campus Security Coordinator is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Campus Security Coordinator is responsible to the Dean of Extended Day.

Duties

1. Administer the security program on campus and supervise personnel assigned to that program.
2. Serve as liaison between the campus and local law enforcement agencies in police matters involving the campus community.
3. Set a proper positive tone for the security program on campus, compatible with the needs of the campus community and consonant with the objectives and goals of the institution.
4. Select, train, assign, and evaluate the performance of all security personnel.
5. Plan, implement, and administer an ongoing program of continuous campus-wide surveillance to assure protection of lives and property.
6. Keep campus administration informed of campus security and safety problems as they arise and propose solutions to the problems.
7. Manage the security budget, maintain appropriate fiscal and operating records and prepare reports as required.
8. Maintain knowledge of sound principles and practices of plant security, standard police procedures, effective supervision, record keeping, and report writing.
9. Maintain knowledge of current first aid techniques and methods, and provide effective leadership for security personnel.

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10. Oversee the writing of citations, their collection, and initiate the warrant process with regard to traffic control.
11. Provide finger printing service for prospective Citrus employees and students and the necessary follow-up, i.e.; criminal records.
12. Perform all other duties as assigned by the Dean of Extended Day.

The Campus Security Coordinator shall:

1. Serve on the Safety Committee.
2. Serve on the Security Committee.

Adopted 11/3/81