

Date: 02/10/2023

## **Roles and Responsibilities of Security Personnel**

### **1. Security Officer (Supervisor/Head of Security)**

#### **Position Summary:**

The Security Officer is responsible for overseeing the entire security operations of the institution. This includes supervising guards, ensuring campus safety, managing emergency protocols, and maintaining a secure environment for students, staff, and visitors.

#### **Key Responsibilities:**

- Develop and implement security policies and procedures.
- Supervise and manage security guards assigned across the campus.
- Conduct regular patrols and inspections to ensure safety standards are met.
- Monitor CCTV surveillance and coordinate with IT for access control systems.
- Maintain detailed records of incidents, breaches, and daily reports.
- Ensure proper security during events, exams, and VIP visits.
- Investigate security incidents and submit reports to administration.
- Train and brief security staff on responsibilities and emergency procedures.
- Enforce institutional rules and manage crowd control when needed.

### **2. Security Guards**

#### **Position Summary:**

Security Guards are responsible for maintaining order, safeguarding property,



and ensuring the safety of students, staff, and visitors within the premises of the engineering institution.

### **Key Responsibilities:**

- Guard entrances and exits; verify identity and purpose of visitors.
- Perform routine patrolling of campus buildings, hostels, parking areas, and perimeter.
- Prevent unauthorized entry and monitor suspicious behavior.
- Assist students, faculty, and visitors in emergencies or inquiries.
- Respond promptly to alarms, emergencies, or security breaches.
- Report daily activities and irregularities such as equipment or property damage, theft, or unauthorized persons.
- Support campus lockdowns, fire drills, or evacuation procedures.
- Check proper locking/unlocking of rooms, labs, and administrative buildings.
- Ensure no prohibited items are brought onto campus.
- Maintain professional appearance and demeanor at all times.

### **General Conduct and Expectations for All Security Personnel**

- Remain alert and vigilant during duty hours.
- Communicate clearly and professionally with staff, students, and visitors.
- Wear proper uniform and identification badge.
- Follow shift schedules, including night shifts, holidays, and special event coverage.
- Respect the privacy and dignity of individuals while enforcing rules.
- Report any conflicts of interest or misconduct promptly.



Approved by  
Head of Institution