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**To:** BHUSD CSEA Security Officers

**From:** Mark Mead, Executive Director of School Safety

**CC:** Dr. Michael Bregy

**Date:** January 19, 2023

**Re:** Basic Security Officer Expectations

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1. Actively monitor your assigned area. Stay active, vigilant, communicative, and visible.
  - a. When assigned a post, the goal is to be aware of all ingress and egress in your area. Communicate if you need to leave an assigned post.
  - b. We are responsible for the safety of all students and staff. This responsibility necessitates proactivity.
  - c. Guards should resist the urge to cluster together or take breaks at the same time. We need to spread out and look for problem areas.
2. District attire / Identification
  - a. Guards are expected to wear official school security uniforms while on duty.
  - b. District Identification must be visible at all times while on duty. The ID card may be displayed using a lanyard or lapel clip.
3. Continue to maintain effective communication procedures. Specifically:
  - a. Carry a charged, functional BHUSD radio *at all times* while on shift, including overtime.
  - b. All security officers must have Titan on their phones and know how to use Titan to create an alert or respond to an alert.
  - c. Communicate any safety needs or concerns to Mark Mead or the Command Center right away.

4. Regarding documenting and communicating absences, do the following:
  - a. Make every effort to communicate sick days as early as possible.
  - b. Document every absence (absences, late arrivals, cancelation of overtime, vacations, and requests to leave early) in the following order:
    - i. Text Mr. Mead and Mr. Ellis about the absence in a combined text
    - ii. Complete an absence form on Informed K12 either before the absence/vacation or on the same day as the absence
    - iii. Request vacation with (10) days of advanced notice
  
5. Perimeter Gate Policy
  - a. Never leave a perimeter door or gate open and unattended.
  - b. If you must leave a post at a perimeter door or gate, close and lock it before you leave. Communicate with Mark Mead or Command Center staff if you have concerns that someone will need it opened while you are away.
  - c. A door or gate that is closed but not locked is only acceptable when visual surveillance remains consistent. For example, if inclement weather, a guard may seek warmth/shelter in a closed area, like an automobile, only if the gate is closed and supervision of the "dummy locked" gate is unbroken.
  - d. Report any open perimeter gates or doors to Mark Mead immediately.
  
6. Potential Perimeter Gate/Door Policy
  - a. "Administration, CSEA facilities workers, and BHUSD guards may enter campus when a locked gate is unmanned as long as they lock the gate behind them. Otherwise, all staff, teams, and city partners may not enter campus unless there is a BHUSD guard at the gate or unless explicit approval from District Safety staff is given."

The purpose of this Basic Security Officer Expectations is to provide clear direction to all security staff so that basic expectations are clear and uniform.

Thank you for your support.

Employee Acknowledgement of Receipt:

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Print name	Signature	Date
Mark Mead Executive Director of School Safety		