

**MY CAMPUS CONTACT NUMBERS**

Emergency-dial 911

Local Law Enforcement –non-emergency \_\_\_\_\_

SRO \_\_\_\_\_

Local Fire-non-emergency \_\_\_\_\_

District Security \_\_\_\_\_

Facilities/Maintenance \_\_\_\_\_

Facilities/Maintenance-after hours \_\_\_\_\_

Site Administrator(Day, Evening, Weekend, Offsite etc)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My Supervisor \_\_\_\_\_

Public Information Officer \_\_\_\_\_

**Important Cell Phone numbers**

<b>Name</b>	<b>Number</b>
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_____	_____
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<b>Name</b>	<b>Number</b>
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_____	_____
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<b>Name</b>	<b>Number</b>
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_____	_____
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<b>Name</b>	<b>Number</b>
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_____	_____
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**Other Numbers**

<b>Name</b>	<b>Number</b>
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_____	_____
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<b>Name</b>	<b>Number</b>
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_____	_____
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<b>Name</b>	<b>Number</b>
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_____	_____
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<b>Name</b>	<b>Number</b>
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_____	_____
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## **MY CAMPUS PROCEDURES**

### **1.0 Role and Responsibility**

- \_\_\_\_\_ The campus rules and regulations you should enforce.
- \_\_\_\_\_ Areas you should patrol, when and where you may take a break and your general duties
- \_\_\_\_\_ Apprehending persons versus preventing, observing and reporting.
- \_\_\_\_\_ What is the expectation of the District Administration concerning your jurisdiction?
  - Stop at the Curb?
  - Go When Directed?
  - Leave on your own discretion?
- \_\_\_\_\_ The duties and tasks you are expected to perform and those you are not expected to perform.
- \_\_\_\_\_ The campus safety plan and your role in implementing the plan.
- \_\_\_\_\_ The organization of the District and your chain of command.
- \_\_\_\_\_ The type of conduct that would be considered unethical.
- \_\_\_\_\_ The types of issues that you could see or hear that should be kept confidential.

### **2.0 Law and Liability**

- \_\_\_\_\_ The amount of force you may use to search, detain persons, break up fights or remove Weapons from a person.
- \_\_\_\_\_ The search policy for you campus. Must another employee be present? May a campus Security officer conduct searches? What are the areas you may search? (people, book bags, lockers, vehicles)
- \_\_\_\_\_ If and when you may make an arrest.
- \_\_\_\_\_ The type of disturbance you will confront and your campus's procedures.
- \_\_\_\_\_ The procedures for reporting crimes and rule violations on your campus. The discussion Should include the written reporting procedures, the immediate notification procedures for serious incidents and what those serious incidents are.
- \_\_\_\_\_ Your role in protecting students off the campus.

### **3.0 Security Awareness**

- \_\_\_\_\_ Who assumes overall command of an incident.
- \_\_\_\_\_ Who is responsible for summoning outside assistance-fire, police.
- \_\_\_\_\_ What degree of force is expected to stop fights, remove weapons, escort students to the office.
- \_\_\_\_\_ What special tactics should be employed by the Campus Security Officer.
- \_\_\_\_\_ Who will disseminate information regarding an incident - who will maintain accurate information to keep rumors to a minimum.
- \_\_\_\_\_ Are there special assembly areas? If so, where are they?
- \_\_\_\_\_ Your role during a "lock down".
- \_\_\_\_\_ The proper methods for notifying the police, students, staff and administration of an armed person on the campus.
- \_\_\_\_\_ Your campus procedures for visitor control.
- \_\_\_\_\_ The tactics you should use when you observe an outsider on your campus.
- \_\_\_\_\_ The procedure for removing a student from a classroom.
- \_\_\_\_\_ The areas on your campus that require special patrol or attention.
- \_\_\_\_\_ Procedures for persons observed in the stands that might be using drugs, alcohol or in Possession of a weapon.
- \_\_\_\_\_ Procedures to keep the home and visitors separated during and at the end of the game.
- \_\_\_\_\_ Procedures to deal with a hostile crowd.
- \_\_\_\_\_ The incidents that require police notification.
- \_\_\_\_\_ Procedures for collecting and preserving evidence.
- \_\_\_\_\_ The procedure for summoning outside assistance – police, fire, district resources.

**4.0 Mediation/Conflict Resolution, Communication**

- \_\_\_\_\_ The types of situations you may become involved in that require conflict mediation.
- \_\_\_\_\_ The best tactics to use to mediate conflict.
- \_\_\_\_\_ The types of incidents requiring a security report.
- \_\_\_\_\_ The routing and approval process for security reports.

**5.0 Disaster and Emergency Response**

- \_\_\_\_\_ Your responsibilities during a campus emergency.
- \_\_\_\_\_ Your campus emergency plans, including the location of the EOC, emergency supplies, Lock down and evacuation procedures and your Incident Command System.
- \_\_\_\_\_ The procedure for bomb threats on your campus.

**6.0 Dynamics of Student Behavior**

- \_\_\_\_\_ The procedure to refer a person you suspect of exhibiting early warning signs of violent behavior or other emotional problems.
- \_\_\_\_\_ The gangs in your area.

\_\_\_\_\_  
Officer's Name:

\_\_\_\_\_  
Officer's Signature:

\_\_\_\_\_  
Supervisor Name:

\_\_\_\_\_  
Supervisor Signature:

\_\_\_\_\_  
Date:

**RADIO COMMUNICATIONS**

**PHONETIC ALPHABET**

A ADAM	H HENRY	O OCEAN	V VICTOR
B BOY	I IDA	P PAUL	W WILLIAM
C CHARLES	J JOHN	Q QUEEN	X X-RAY
D DAVID	K KING	R ROBERT	Y YELLOW
E EDWARD	L LINCOLN	S SAM	Z ZEBRA
F FRANK	M MARY	T TOM	
G GEORGE	N NORA	U UNION	

**TEN CODES**

10-1 Unable to copy, relocate	10-37 Identify operator
10-2 Signals good	10-38 Stopping suspicious vehicle
10-3 Stop transmitting	10-39 Current status
10-4 Acknowledgement	10-40 Is available for a call?
10-5 Relay	10-41 Beginning tour of duty
10-6 Busy, stand-by	10-42 Call doctor
10-7 Out of service	10-43 Call doctor
10-7B Out, personal	10-44 Request permission to leave
10-70D Off duty	10-45 Condition of patient
10-7X Out on portable	10-45A Condition good
10-8 In service	10-45B Condition serious
10-9 Repeat	10-45C Condition critical
10-10 Off duty-subject to call	10-45D Condition deceased
10-11 Dog case	10-48 Traffic standard repair
10-12 Visitors present	10-49 Proceed on route to
10-13 Weather and road report	10-50 Traffic accident - F, PI, PD
10-14 Report of prowler	10-51 Drunk
10-15 Prisoner in custody	10-52 Drunk
10-15X Female prisoner in custody	10-53 Person down
10-16 Pick up	10-54 Possible dead body
10-17 Meet complainant	10-55 Coroner's case
10-18 Complete assignment quickly	10-56 Suicide
10-19 Return to station	10-56A Attempt suicide
10-20 Location	10-57 Hit & Run -- F, PI, PD
10-21 Telephone	10-58 Direct traffic
10-22 Disregard	10-59 Security check
10-23 Stand-by	10-61 Personnel in area
10-24 Assignment completed	10-62 Meet a citizen
10-25 Report in person to _____	10-63 Copy a message
10-26 Clear	10-64 Message for local delivery
10-27 Wanted	10-65 Net message assignment
10-27V Vehicle code warrant	10-66 Suspicious person
10-27M Misdemeanor warrant	10-67 Person yelling for help
10-27F Felony warrant	10-68 Dispatch information
10-28 Vehicle registration	10-69 Message received
10-29 Warrant/wanted check	10-70 Prowler
10-30 Illegal use of radio	10-71 Shooting
10-31 Crime in progress	10-72 Knifing
10-32 Man with gun	10-73 How do you copy
10-33 Alarm sounding	10-74 Negative
10-34 Open door/window	
10-35 Current time	
10-36 Confidential information	

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CAMPUS SECURITY OFFICER COURSE

**General Codes:**

Code 1 Your convenience  
Code 2 Urgent  
Code 3 Emergency  
Code 4 No further assistance  
Code 5 Stakeout

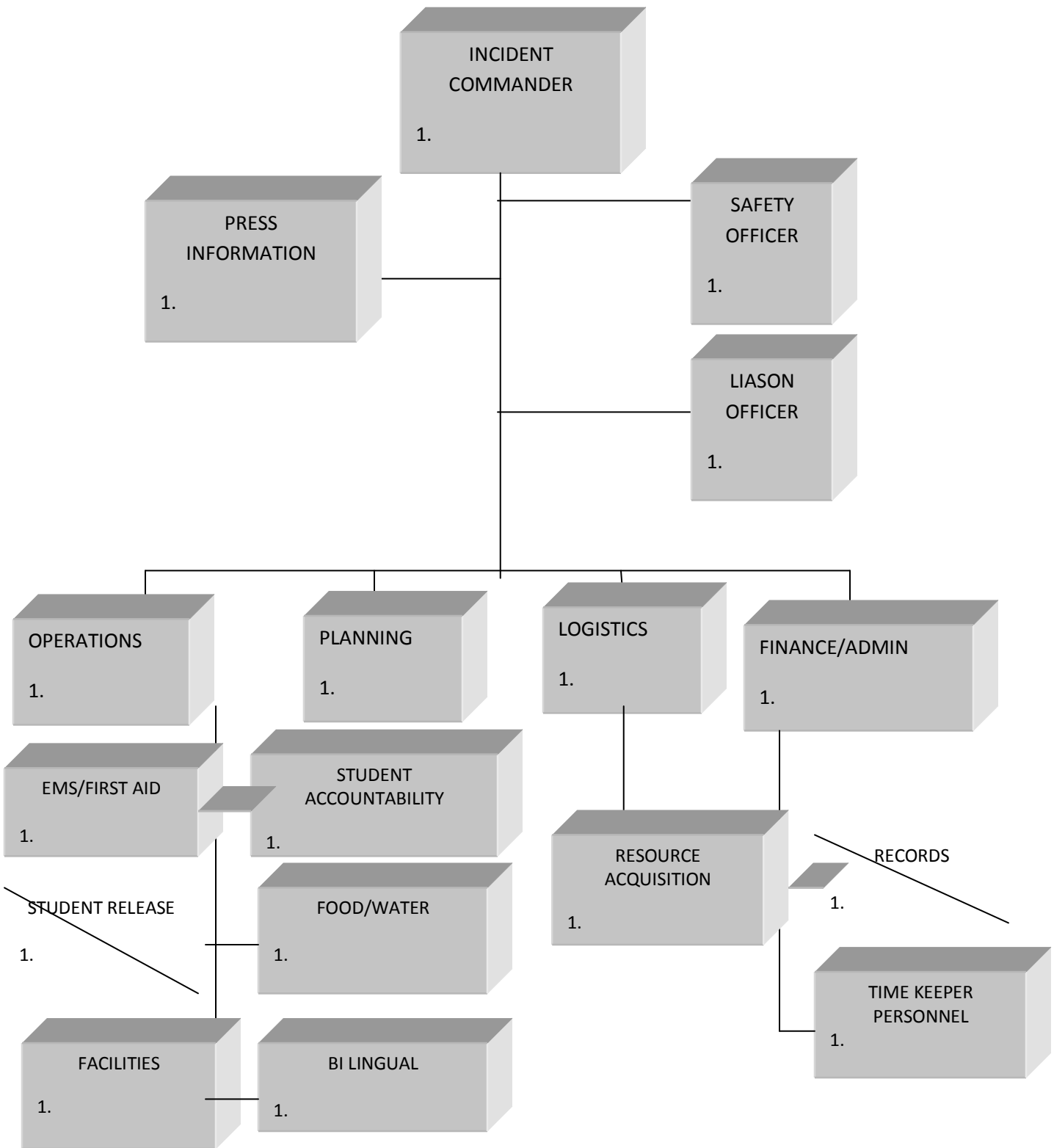
Code 6 Foot patrol  
Code 7 Mealtime  
Code 10 Bomb threat  
Code 33 Clear radio channel - Emergency traffic only  
Code 999 Officer needs help: i.e. Armed person on campus, escort student, open door, fight in progress, request assistance, request relief etc

**My Campus Radio Codes**

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10- \_\_\_\_\_  
10-- \_\_\_\_\_  
10-- \_\_\_\_\_  
10-- \_\_\_\_\_  
10-- \_\_\_\_\_  
10-- \_\_\_\_\_  
10-- \_\_\_\_\_

Code- \_\_\_\_\_  
Code- \_\_\_\_\_  
Code- \_\_\_\_\_  
Code- \_\_\_\_\_  
Code- \_\_\_\_\_

**MY CAMPUS INCIDENT COMMAND SYSTEM**



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