

SUPERVISOR CHECKUP CHECKLIST

Discuss with your supervisor:

From Section 1:

- _____ The campus rules and regulations you should enforce.
- _____ The 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.

From Section 2:

- _____ 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.

From Section 3:

- _____ 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.

From Section 4:

- _____ 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.

From Section 5:

_____ 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.

From Section 6:

_____ 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.

Student Name: _____

Student Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____