

Berkeley City College

Safety Aides and College Security Protocol

1. Duties and Responsibilities

- Patrol all levels of the campus.
- In addition to patrolling, their assignment may include working at the welcome center and 1st floor One Stop Shop areas to provide students with information & assistance on the PC's.
- Escort and assist students, faculty and staff, as needed, to their classrooms.
- They may also assist with various campus events if requested and assist with campus tours.
- Report suspicious activity, incidents, or accidents to Security by taking notes of the suspicious activities and filling out an incident report.
- Assist with emergency disaster situations or evacuations, building sweeps and other activities related to the safety of the campus and the students and staff.
- Assists in maintaining the standards of the student code of conduct and ensuring the observance of rules and procedures by students and others on the school campus.
- Performs other related duties as assigned.

2. Safety Aide Uniforms

- The Office of General Services sends out a request at the beginning of the fall semester asking for the number of uniforms so that they can place the order.
- The order includes the sizes for the polo shirts, vests, and raingear.
- The uniforms consist of a light blue polo shirt, vest and ID Badge.
- The only item that the Office of General Services does not provide is the ID Badge; each campus must order this on their own.
- The Safety Uniform must be worn only while they are on duty.

3. Equipment Utilized

- The two –way radios used on campus are kept at the lobby security desk; this equipment belongs to the college.
- Each Safety Aide must sign out 1 (one) two-way radio while on duty and sign it back in at the end of their shift. BCC Security will keep the record.
- There are a sufficient number of two-way radios on campus to accommodate all departments that utilize them.

4. Work Schedule

- The Safety Aides are required to use a time card to clock in and out of their work shift. VPSS' Office is responsible for verifying Safety Aides work hours by reviewing and approving records shown on time cards and equipment check-in and –out record to be kept by BCC Security .
- The time cards are located in the student ambassador/safety aide break room 151 on the 1st floor where their schedule is also posted.
- Each student employee has a file folder with their name on it in an accordion A-Z file; this is where their time cards are kept.

5. Interaction between Safety Aides and College Security

- Safety Aides are required to radio situations to security to address when necessary.
- Safety Aides are not allowed to act in the manner of security personnel.
- The Safety Aides are required to fill out incident reports when necessary.
- The incident report forms are located in the student break room in Room 151.