

# **Eureka Campus Security Services & Duties**

1. Issue/sell regular parking permits:
  - A. Issue free staff permits
  - B. Sell permits to students
  - C. Monitor and repair the “daily” parking permit machines
2. Issue special parking permits, these must be completely filled out and signed by an authorized person in “RED” ink only or citations will be issued:
  - A. Dental Parking
  - B. Special Events Parking
  - C. Temporary Staff Parking
  - D. Campus Service Permits (Vendors)
  - E. Medical Permits (students need a doctors note and slip from DSPS, staff need medical verification and slip from Human Resources. These are not the HC Blue Placards and can not be used to park in the HC Blue spaces)
  - F. Visitor Permit
3. Patrol campus to provide security, check buildings and doors and provide fire watch 24 hours a day
4. Monitor fire extinguishers and schedule refills
5. Monitor fire and forced entry alarm systems
6. Work with the Special Assistant, Student Conduct and Relations
7. Act as an information/direction center for persons coming onto campus
8. Compile and make available yearly summary crime/incidents reports on campus
9. Monitor parking regulations, Policy # 805 & Administrative Regulation # 805.01:
  - A. Issue citations for violations
  - B. Review citations, through a set process, upon request. Individual must have citation to start the process
  - C. Work through Fortuna Police Department on all citations
  - D. Monitor citations and immobilize vehicles with more than 5 unpaid citations
10. Respond to emergency calls:
  - A. Medical calls ( all full time officers are EMT certified)
  - B. Provides vehicle jump starts and assists with lock outs
  - C. Respond to calls for Aid (fights, traffic accidents, threats, robbery, drugs, harassment, skateboarding, misplaced items, etc.)
  - D. Provide escort services upon request
11. Work stand by at special events both as security and for medical calls
12. Monitor and change the Marquee through a written request process
13. Monitor and update the Emergency Preparedness Plan
14. Secure facilities and open facilities
15. Monitor and process lost and found items
16. Paint stripes and curbs in the parking lots