

Security Officer's Responsibilities:

- 1) Check in with PIC and available library staff in each department when coming on duty. Ask about security concerns.
- 2) Patrol the library continuously inside and out observing and watching for:
 - a. Violations of the Library Rules of Conduct
 - b. Maintenance and safety concerns
 - c. Staff or customers who appear to be in distress
 - d. Customers in staff-only areas
 - e. All appropriate doors are locked
 - f. Check restrooms for evidence of theft or vandalism
 - g. Monitor staff coming and going from the parking lot for safety
- 3) Security Officers and ALL Library Staff may approach customers to prevent or stop the following behaviors, and should then notify the PIC:
 - a. Soliciting, distributing material, and panhandling in prohibited areas
 - b. Loitering
 - c. Sleeping
 - d. Unchecked out materials causing the gates to alarm
 - e. Customers in a staff-only area
 - f. Smoking in non-smoking areas
 - g. Skateboarding, skating, or other prohibited vehicle inside the library
 - h. Bringing animals other than service animals
 - i. Causing disturbances
 - j. Bathing, shaving, or washing clothes
 - k. Playing or wading in the water feature
- 4) Security Officers should involve the PIC for more serious offenses such as:
 - a. Weapons
 - b. Alcoholic beverages and intoxication
 - c. Theft
 - d. Harassing or Threatening customers and staff
 - e. Using a stolen library card
 - f. Possession or distribution of controlled substances
 - g. Vandalism/destruction of library facilities, equipment, or materials
 - h. Assault/battery
 - i. Voyeurism/Peeping/Stalking/Public Indecency
 - j. Trespassing
 - k. Gambling

PIC Responsibilities:

- 1) Be available to the Security Officer and other staff regarding any violation of Rules of Conduct or other concerns.
- 2) Issue Suspensions when appropriate
- 3) Contact the Police when appropriate

- 4) When a suspended person is in the building, contact the police to notify them that we have a person who is trespassing on our property. Provide suspension paperwork from the suspension list if necessary.

All Staff and Security Officers should contact 911 in the event of an emergency without having to involve a PIC. Better to err on the side of caution.