

The Scope of Work for Manned Security Services
ANNEX C

1. In providing the Manned Services, security guards shall have the following duties and obligations:
 - a. Security guards shall have the main responsibilities of observation and reporting.
 - b. Security guards shall protect the Manned Premises against fire, theft, vandalism, and illegal entry.
 - c. Security guards shall protect and control entry to the school site.
 - d. Security guards shall observe from a distance while on patrol.
 - e. Security guards shall check windows and doors while on patrol.
 - f. Security guards shall maintain awareness of unauthorized individuals in any area of the Manned Premises.
 - g. Security guards shall communicate with other security guards patrolling on foot or in the building.
 - h. Security guards shall search the school area thoroughly as required for the investigation of unusual activity.
 - i. Security guards shall respond to any potential problem and report to the proper authority: police, fire department, building office, the Client, etc.
 - j. Security guards shall file written reports in accordance with clause 5 of this Agreement after action has been taken to correct a situation.
 - k. Security guards shall receive / sign in visitors and give information and directions or act as a guide / escorts to authorized visitors.
 - l. Security guards shall monitor student behavior and enforce school rules related to student conduct, vehicle operation and parking.
 - m. Security guards shall attempt to resolve conflicts or confrontations between students and report any such disturbances in accordance with clause 5 of this Agreement.
 - n. Security guards shall control traffic and parking at the Manned Premises.
 - o. Security guards shall demonstrate knowledge of any Student Code of Conduct put in place by the Client for the time being.
 - p. Security guards shall assist law enforcement personnel as needed, including notification of the Police, Fire Department or other appropriate authority of any situation requiring immediate attention.

- q. Security guards shall report all conduct of concern in accordance with clause 5 of this Agreement.
- r. Security guards shall inspect all washrooms periodically each day.
- s. Security guards shall conduct surveillance of all instructional buildings, with particular emphasis on building exterior, patrol of all school gates, policing with careful vigilance the areas closest to the school buildings, and monitoring the buildings for unlawful entry.
- t. Security guards shall stop students at lunch times from leaving the Manned Premises, reporting any matters of concern in accordance with the reporting procedures under clause 5 of this Agreement.
- u. Security guards shall check with students to see that they carry the proper card/note with permission to leave the school premises as required by school rules and procedures.
- v. Security guards shall report incidents of skipping class or truancy in accordance with clause 5 of this Agreement.
- w. Security guards shall write regular reports of routine activities, major incidents of security and/or safety in accordance with clause 5 of this Agreement.
- x. Security guards shall monitor inappropriate behavior such as fight, and shall report such incidences in accordance with clause 5 of this Agreement.
- y. Security guards shall monitor any suspicious activity, drug related or otherwise, by visitors and/or school personnel, and shall report such incidences in accordance with clause 5 of this Agreement.
- z. Security guards shall monitor the field for any evidence of illegal or questionable activity such as lost and found items, drug paraphernalia, condoms, weapons etc., reporting any findings in accordance with clause 5 of this Agreement.
- aa. Security guards shall assist with crowd control at large gatherings, and shall provide security for special occasions such as Halloween, Christmas parties, school sports, etc.
- bb. Security guards shall report evidence of stolen or lost items, evidence of weapons, and evidence of any drug abuse or paraphernalia, in accordance with clause 5 of this Agreement.
- cc. Security guards shall warn, then report trespassers and/or vagrants in accordance with clause 5 of this Agreement.
- dd. Security guards shall stop the misuse of school property for the purposes of sexual conduct and illegal drug activity, filing complaints and reports in accordance with clause 5 of this Agreement.