



**UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents**

Resolution No. 23-04

**RELATIVE TO THE AUTHORIZATION TO PROVIDE FLEXIBILITY IN ESTABLISHING SALARIES
FOR THE STUDENT SECURITY PROGRAM FOR THE CAMPUS**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant and Sea Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission serving the post-secondary needs of the people of Guam and the region;

WHEREAS, the governance and well-being of the University is vested in the Board of Regents (BOR);

WHEREAS, BOR Resolution No. 22-07 established a Student Security Program for the campus;

WHEREAS, the prior authorization included a set rate of \$11/hour for the provision of the services;

WHEREAS, the University did not receive any interest for these positions for the Fanuchånan semester;

WHEREAS, the University determined there is a need for flexibility in setting the rate for the student security team;

WHEREAS, the University is requesting that the Vice President Administration and Finance/Chief Business Officer be given authority to set the rate of pay for the student security program; as revised in the attached Student Security Program description and Handbook; and

WHEREAS, the President and the Physical Facilities Committee have reviewed this resolution and enclosures, and recommend its approval by the BOR.

NOW, THEREFORE, BE IT RESOLVED, that the Vice President Administration and Finance/Chief Business Officer is authorized to establish appropriate pay rates for the Student Security Program as reflected in the attached Student Security Program and Handbook.

Adopted this the 23rd day of February, 2023.

Liza J. Provigo, Chairperson

ATTESTED:

Thomas W. Krise, Ph.D., Executive Secretary

University of Guam

Student Security Program

Organization

The Safety Administrator is in charge of campus security which means providing a safe and secure environment in which student learning can be achieved. The Safety Administrator is responsible for maintaining a contract with a professional security provider. The Safety Administrator is also authorized to maintain a Student Security Force to augment the professional security provider staff.

Purpose

The University has had the presence of a single contracted security personnel most times throughout the day. The requests for student escorts have been increasing (before the pandemic). Student surveys have indicated that students desire an increased security presence on campus. The development of a Student Security Force is a way of addressing these two issues. The purpose of this program is to meet these needs while providing an employment opportunity and potentially a career development opportunity to students of the University.

Contracted Security

The University primarily maintains security over the campus through the use of a private security firm. The Student Security Force will work under and through the contracted security firm. The Safety Administrator will evaluate the students with input from the contracted security firm.

Observe and Report Only

The Student Security Force is given an Observe and Report mission. The students will be provided with body cameras to record as they move about the campus

Duties and Responsibilities

The first duty of the Student Security Force is to remain safe. If a member of the Security Force feels threatened or in danger in any way, the first priority is to find a safe position.

The Student Security Force may be tasked with any of the following:

- Roam the campus and let their presence be known
- Check to ensure doors are properly locked at the end of the day
- Escort students to cars
- Make a note of campus lighting that is in need of repair
- Other duties assigned by the Safety Administrator

Training

The Safety Administrator is responsible for ensuring that students are properly trained and outfitted before beginning any assigned work.

Qualifications

The Student Security Force program is to be made up of students of the University of Guam. In order to serve in the Student Security Force program, a student must have been a registered student of the University within one semester of the time the service is provided.

Payment

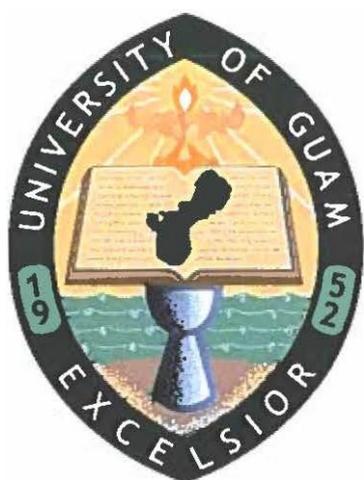
The students employed in the Student Security Force will be paid at the rate established by the Vice President of Administration and Finance/Chief Business Officer. For the initial cadre of students - the "pilot" -funding will come from the work- study program. The pilot project will consist of five students. As the program grows, funding will be augmented or replaced by non-appropriated funding (NAF).

Procedures

Procedures for the program are included in the University of Guam Student Security Handbook which is adopted with this policy.

UOG Board of Regents

Student Security Handbook



University of Guam Student Security Handbook

University of Guam Policy/ Procedure Face Sheet Template

Polley Type	<input checked="" type="checkbox"/> Board; <input type="checkbox"/> Board-approved; <input type="checkbox"/> President; <input type="checkbox"/> President-approved; <input type="checkbox"/> Other				
Polley/Procedure Manual Name	University of Guam Student Security Handbook				
Article No.		Article Title			
Insert Polley / Procedure In		---			
Approval Authority	Board of Regents	Effective	02/24/2022	Most Recent Review	---
Responsible Executive	VPAF/CBO	Resolution No 22-07	02/24/2022	Date of Next Required Review (date set by Board)	__/__/__
Responsible Office	Safety and Security Office	Revision Tracking			
Policy/Procedure Contact & Website where document is maintained		671.735-2372: garridoa3216@triton.uog.edu https://www.uog.edu/life-at-uog/safety-security			
Who Should Review (not in specific order)		<input type="checkbox"/> Creating group; <input type="checkbox"/> Unit Administrator(s); <input type="checkbox"/> Unit Academic Affairs Committee; <input type="checkbox"/> Human Resources Office; <input type="checkbox"/> Business Office; <input type="checkbox"/> Facilities & Maintenance; <input type="checkbox"/> Institutional Safety Committee; <input type="checkbox"/> Faculty Senate; <input type="checkbox"/> Faculty Union; <input type="checkbox"/> Student Government Association; <input type="checkbox"/> Administrative Council; <input type="checkbox"/> Academic Officers Council; <input type="checkbox"/> Vice President Administration & Finance; <input type="checkbox"/> Senior Vice President & Provost for Academic & Student Affairs; <input type="checkbox"/> UOG General Counsel; <input type="checkbox"/> UOG President; <input type="checkbox"/> UOG Board of Regents; <input type="checkbox"/> Guam Legislature; <input type="checkbox"/> Governor of Guam			
Initiation / Review/ Consultation / Approval History		Created by working group: _____ • reviewed by _____			
NOTE: All approved changes to policy/procedures need to be made on the hardcopy of this document within 5 workdays and posted on https://www.uog.edu/policy-procedures-library/ within 10 workdays from the date approved.					

University of Guam Student Security

Mission Statement:

The University of Guam (UOG) Safety & Security Student Security Division acts as a bridge between the University and its students. Members of the Student Security Services serve as ambassadors for UOG. Student Security Officers help keep the campus and the student body safe. The purpose of Student Security is to make the UOG Safety & Security Services Office more approachable to university students. By maintaining a security division comprised of peers, students can attach a familiar face to their campus safety. Our goal is to have university students feel more comfortable reaching out for help. Students who work for the Student Security Division will also gain valuable skills to prepare them for careers in fields such as law enforcement, public relations, and sociology.

Student Security Officer:

The Student Security Officer position is to help with the performance and supervision of security services on Campus. The primary focus is to provide public safety in a variety of fixed post and patrol assignments, such as: patrolling residence halls, UOG campus buildings, and sporting events. The salary for the position will be established and updated from time to time by the Vice President of Administration and Finance/Chief Business Officer.

Requirements:

- Employees must work a minimum of one (1) four-hour shift a week.
 - They must actively check for and read department emails.
 - They must be vigilant while on duty.
 - They must perform assignments as instructed.
 - Residence Hall Patrols
 - Fire Watch
 - Sporting Event Logistics
 - Lost and Found
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I. CURRENT RESPONSIBILITIES

The UOG Student Security Force is part of the University's Safety & Security Services Office. They are supervised by the UOG Safety & Security Services Office and work closely with the UOG Security Contractor. Student Security Officers provide services such as traffic control and general security.

Current assignments include:

- Residence Hall Patrols
- Student Escorts
- Campus Parking Lot Patrols (including lighting checks)
- Campus Building Patrols
- UOG Athletic Events
- Special events or any other instances where our services may be requested

II. REPORTING EXPECTATIONS

The UOG Student Security Force is the eyes and ears of the campus community. They report all illegal or suspicious activity and UOG rule to either the UOG Safety & Security Office or the UOG Security Contractor.

Reportable activity includes, but is not limited to:

1. All incidents perceivable as misconduct, criminal behavior, or potential risk to life or property
2. All incidents involving substance abuse, including alcohol
3. All incidents that involve injury while on-duty
4. All incidents involving unsecured university property
5. AU incidents involving physical damage to university property
6. All incidents involving mistreatment of other individuals

III. WORK RULES, ATTENDANCE AND DISCIPLINE

111.1 WORK RULES

The following are rules pertaining to students who are employed as Student Security Officers. This is not all-inclusive as all policies and procedures constitute a "Work Rule". Violation of these rules, and other policies, will subject employees to disciplinary procedures.

111.1.1. Department Vehicle Safety and Driving Standards

1. Always operate Department and/or University vehicles in an appropriate manner and in accordance with standards of safe, defensive driving.
2. Maintain a driving record that meets University standards.

3. Never smoke or use electronic cigarettes in any department or University vehicles.
4. Always observe traffic laws.
5. Always report accidents and incidents, regardless of severity, to your supervisor as soon as possible.
6. Always perform proper walk-around procedures before operating the vehicle.
7. Always report any vehicle defects to a supervisor immediately.
8. Always comply with UOG rules and regulations and the Code of Conduct.

111.1.2. Public Relations

1. Always be professional and display respectful and helpful behavior toward the public.
2. Never use profanity toward any member of the public or over the radio.
3. Always report conflict or safety concerns to the UOG Security in a timely manner.
4. Always use judgment and discretion in the interest of providing good service to the public.
5. Talking to the media is strictly prohibited unless cleared by the Safety & Security Administrator.

111.1.3. Employee Relations and Workplace Environment

- I. Always display respectful, appropriate, non-threatening and non-harassing behavior toward fellow employees and others in the workplace - including electronic communication and social media.
2. Never make reports or statements that are knowingly untrue, dishonest or misleading.
3. Never publicly or through social media, as a UOG employee, negatively represent the organization, its employees or customers.
4. Always maintain confidentiality.
5. Remain neutral in any racial, political, or social issues while in uniform and on duty.

111.1.4. Attendance, Time Records, and Work Hours

1. Never falsify, or allow to be falsified, time records.
2. Unauthorized compensation is not accepted.
3. Always observe attendance policies and requirements.
4. Maintain a minimum schedule of 1 shift per week.
5. Always observe the maximum total hours allowed per week unless prior authorization is given.
6. Only exchange work assignments with proper authorization.

111.1.S. Performance of Duties and General Conduct

1. Duties within the job description are complied with fully.
2. Always maintain appropriate, professional and non-disruptive behavior in the workplace and always enter the workplace in a sober state both on and off the clock.
3. Always follow work orders, including reassignment of duties, and never be intentionally insubordinate or disobedient.
4. Always complete work assignments as required.
5. Accurately record all required information and activity on duty logs.
6. Personal business does not interfere with work performance.
7. Always be available and ready for duty when clocked in.
8. Do not accumulate an excessive amount of work rule violations.

9. Use personal electronic devices (cell phones, tablets, e-readers, etc.) for work purposes only.
10. The use of earbuds is prohibited while on duty.
11. Work appearance must be in accordance with the department uniform policy.

111.1.6. Use of Department Property

1. Always use the department vehicles and facilities as authorized and only for University-related purposes.
2. Always use equipment as authorized and for university-related purposes.
3. Always use, remove or dispose of the property as authorized.
4. Always use keys and card access for authorized and appropriate purposes
5. Uniform and ID badges remain property of UOG and must be returned at the end of employment.

IV. RADIO USAGE

General Rules:

All shifts require students to carry a radio.

When communicating over the radio, keep your traffic as concise and informative as possible. Only one transmission can be conveyed per channel at a given time, so do not eat up radio traffic that someone else might need to be using. Think about exactly what you plan to say before keying in to avoid any pauses. Try to avoid redundancy.

When trying to contact a specific person say the number of the person you are trying to contact (or "Campus" if you're trying to reach dispatch) followed by your own number and then release the button to receive a response. Once you receive a go-ahead, clearly convey your message.