

***SPRING VALLEY HIGH SCHOOL***  
***SECURITY OFFICER DUTIES AND RESPONSIBILITIES***  
***1<sup>ST</sup> SHIFT WEEKEND (2300 HRS THRU 1100 HRS)***  
***CLOCK IN – TIME CARD***  
***FRIDAY THRU SUNDAY***

- 2300 HRS** REPORT FOR DUTY RECEIVE BRIEFING FROM OFF GOING SECURITY OFFICER. CONDUCT A JOINT INVENTORY OF ASSIGNED EQUIPMENT (KEYS, RADIO AND SERVICE TELEPHONE) CONDUCT A WALK AROUND INSPECTION OF VEHICLE FOR DAMAGES.
- 2315 HRS** CONDUCT SECURITY CHECK OF SVHS AND SECURITY CHECK OF FOOTBALL STADIUM AND CONCESSION STANDS.
- 0030 HRS** DEPART SVHS TO CONDUCT SECURITY CHECK OF THE FOLLOWING SCHOOLS  
\*PONTIAC ELEMENTARY  
\*SPEARS CREEK CDC  
\*WINDSOR ELEMENTARY  
\*E L WRIGHT MIDDLE SCHOOL  
\*POLO ROAD ELEMENTARY  
\*CATAWBA TRIAL ELEMENTARY  
\*W E ROGERS ADULT EDUCATION CENTER
- 0030 HRS** RETURN TO SVHS RECHECK OF SVHS AND SECURITY CHECK OF FOOTBALL STADIUM AND CONCESSION STANDS.
- 0600 HRS** OPEN ALL PARKING LOT GATES AND DISARM SCHOOLS (ALL OTHER SCHOOL OPENING ARE BY WORK ORDERS OR PERSONAL REQUEST)
- 0615 HRS** DEPART SVHS FOR SECOND SECURITY CHECK OF THE SCHOOLS.
- 0830 HRS** RETURN TO SVHS CONDUCT A SECURITY CHECK OF FOOTBALL STADIUM AND CONCESSION STANDS.
- 0900 HRS** REPORT TO BASE TO REFUEL.
- 0915 HRS** RETURN TO SVHS (ALL OTHER SCHOOL OPENING BY WORK ORDER OR PERSONAL REQUEST) DEPART FOR THIRD SECURITY CHECK OF YOUR OUTLYING SCHOOLS.
- 1030 HRS** RETURN TO BASE SCHOOL TO PREPARE FOR CHANGE OF SHIFT
- 1100 HRS** SIGN OUT

**NOTICE: ALL SCHOOLS THAT HAVE CHURCH SERVICE WILL BE OPEN BY 0630 AM  
AND LOCKDOWN NO LATER THAN 1500 PM**

**LIST OF SCHOOLS CURRENTLY HOLDING SERVICES:**

**BLYTHEWOOD HIGH SCHOOL**

**WESTWOOD HIGH SCHOOL**

**RIDGEVIEW HIGH SCHOOL**

**LONNIE B. NELSON**

**SANDLAPPER**