

Security Duties at Edgehill

Summary

Responsible for patrolling the premises of residences or buildings to detect suspicious activity, assist our residents, and ensure the safety of occupants.

Primary responsibilities

- Protect property and lives by patrolling the area.
- Monitor entrance of property through surveillance.
- Identify visitors and ask them to sign in.
- Guard against theft and maintain security.
- Respond to alarms and calls of distress.
- Investigate thefts and complete reports.
- Call for aid if necessary.
- Use pagers, and cell phones to stay in contact with security personnel.
- Answer telephone calls to take messages, answer questions, and provide information during non-business hours.
- Report rule infractions and violations.
- Inspect and adjust security systems, do monthly inspections.
- Regulate and monitor building systems.
- Inspect doors to ensure locks are in place and working.
- Secure Resident vehicles during inclement weather events.

Regards,

Roy Richards – Security Director

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