

SERVICE REQUIREMENTS - DEPARTMENT OF BEHAVIORAL HEALTH

LOCATION:	Building 317 320 332 333 334 335	4441 EAST KINGS CANYON RD., FRESNO, CA 515 S. CEDAR AVE. , FRESNO, CA 93702 4409 E. INYO AVE. , FRESNO, CA 93702 4417 E. INYO AVE, FRESNO, CA 93702 4445 E. INYO AVE. , FRESNO, CA 93702 4447 EAST KINGS CANYON RD., FRESNO, CA 93702
HOURS:	112 Hours per week	1-Officer 5:00 am to 9:00 pm Mon-Sun
SERVICE DESCRIPTION	<p>Vehicle and foot patrol *VEHICLE REQUIRED*</p> <p>All Security Officers are required to complete the Crisis Prevention and Intervention (CPI) training and maintain certification. All Security Officers are required to complete the Health Insurance Portability and Accountability Act (HIPAA) annual training.</p> <p>De-activate alarm at Building 317 by 5:30 a.m. and Modular facilities for staff by 7:30 a.m., Monday through Friday, and open the facilities for public use at the prescribed time.</p> <p>Secure all of Building 317 facility exterior doors by 5:00 p.m., Monday through Friday, leaving only one main door open for staff to exit. These exit doors will be staffed by security until 5:30 p.m., when they will be locked. Alarms will be set as prescribed by management. North and south doors of Building 317 will be locked at 5:00 p.m., east doors at 5:30 p.m.</p> <p>Secure all Modulares – Building (332, 333, 334 & 335) by 5:30 p.m., Monday through Friday. Alarms will be set as prescribed by management.</p> <p>Provide building access during non-business hours/special meetings for employees who are on the Building 317 and Modular Building access list and remain with staff until the task is completed, unless released.</p> <p>During emergencies, bomb threats, and emergency evacuations, follow the instructions of the Department Head/Division Manager or Clinical Supervisor assisting with the building evacuation as required.</p> <p>If required, resolve minor hostilities within the scope of security to determine which case(s) should be immediately referred to the Sheriff's Department.</p> <p>Security is responsible for notifying the Fire Department when necessary.</p> <p>Security shall be present to escort staff to their vehicles between 5:00 p.m. to 5:30 p.m. when requested.</p> <p>Security shall turn off lights in the building when they set the alarm.</p>	
SPECIAL REQUIREMENTS	<p>After completing their morning duties and after completing their scheduled rounds of the UMC Campus a security officer will be located in Building 317 between the hours of 8:30 a.m. to 5:30 p.m. Monday through Friday.</p>	
	<p>INTENSIVE SERVICES – BUILDING 319 4411 EAST KINGS CANYON ROAD, FRESNO, CA 93702</p> <p>Intensive Services in Building 319 has five (5) programs that are in operation: OPTIONS, Urgent Care Wellness <u>General Requirements</u> Unless specifically required in the PHF, security shall stand by to assist the PHF staff in Intensive Services in emergency situations.</p> <p>Security shall be available on the Kings Canyon Complex for immediate response and availability twenty-four (24) hours a day, seven (7) days a week to assist Intensive Services staff to defuse and control violent consumers using non-violent crisis intervention techniques.</p> <p>Security shall be available to escort voluntary or involuntary clients with DBH staff, to Community Regional Medical Center-Emergency Department when requested.</p> <p>Security will escort DBH staff to retrieve medical records from the main MH Building (Building # 317) and remain with them until completion of task.</p> <p>Security shall be present to escort staff to their vehicles between 5:00 p.m. to 5:30 p.m. and at the southwest entrance when shift change takes place (7:00 a.m. to 7:30 a.m.; 3:00 p.m. to 3:30 p.m.; 11:00 p.m. to 11:30 p.m.); or when requested during after- hours as the case may require</p> <p>Security shall be available to educate the public and law enforcement personnel and reinforce the No-Weapon-Policy in consumer areas in Intensive Services. Anyone, including law enforcement personnel, who bring firearms to the building, must be told by a security officer that the firearm must be secured and locked when in the designated areas.</p> <p>If required, resolve minor hostilities within the scope of security to determine which case(s) should be immediately referred to the Sheriff's Department.</p> <p>Provide building access during non-business hours/special meetings for employees who are on the Intensive Services Building access list and remain with staff until task is completed, unless released.</p> <p>Respond to staff calls regarding Code Red (fire), Code Blue (cardiac arrest), Code Orange (bomb threats) and any fire alarm system problems. During emergencies such as those mentioned above, Security will follow the instructions of the Department Head/Division Manager or designee assisting with the building evacuation as required.</p>	

	<p>Security shall be responsible for notifying the Fire Department and Valley Alarm Company, when necessary.</p> <p>Assist management of Intensive Services in conducting fire drills for staff on a quarterly basis.</p> <p>Participate as a member of the Divisional Safety Committee, which meets on a quarterly basis.</p> <p>All security officers assigned to Intensive Services must complete training on Crisis Prevention Techniques provided by a certified instructor of the Intensive Services Division. The cost for the training will include books and certificates. The training will be at a minimum of four (4) hours in duration each year.</p> <p>All Security Officers are required to complete the Health Insurance Portability and Accountability Act (HIPAA) annual training.</p> <p><u>Specific Requirements:</u></p> <p><u>PSYCHIATRIC HEALTH FACILITY (PHF)</u></p> <p>During regular visiting hours at the PHF, one designated security officer is required to be present in the front lobby of Intensive Services from 1:30 p.m. to 3:30 p.m. and 6:45 p.m. to 8:15 p.m. daily, seven (7) days a week, holidays and weekends included.</p> <p>Assisting visitors with signing in on the Visitor's Logbook.</p> <p>Advising visitors and checking items brought into the PHF for contraband.</p> <p>Contacting the PHF staff at the Nurses Station (3-5199 or 3-9066) to notify staff of visitor(s).</p> <p>Opening the door for the visitors to enter the PHF visiting area.</p> <p>Standby to assist PHF staff if there are safety problems in the PHF visiting area.</p> <p>For the programs listed below housed at the same building as the PHF, Security shall provide on-call emergency response services only, when needed:</p> <p><u>OPTIONS</u></p> <p>OPTIONS services are contracted out to WestCare California, Inc. for the provision of mental health services through a client-centered, intervention program designed for adult and older adult residents of Fresno County who are suffering from the debilitating effects of substance overuse and mental health issues. Options is voluntary with a specific crisis plan/intervention.</p> <p><u>URGENT CARE WELLNESS CENTER (UCWC)</u></p> <p>UCWC services are provided only by County staff. UCWC is a same-day, fast track mental health outpatient program for consumers who can walk in or have appointments. The program operates Monday through Saturday from 8:00 a.m. to 5:00 p.m. as an outpatient clinic.</p> <p><u>FULL SERVICE PARTNERSHIP PROGRAM (FSP)</u></p> <p>FSP services are contracted out to Turning Point. FSP is an expansion of a housing program with wrap-around Full Service Partnership type of services for adult consumers. The anticipated funding sources are from Federal Medicaid reimbursement and MHSA funds.</p> <p><u>CRISIS PSYCHIATRIC RESPONSE SERVICES (CPRS)</u></p> <p>Services are provided by County staff from 7:00 a.m. to 3:30 p.m. and contracted staff from WestCare California, Inc. from 3:00 p.m. to 7:00 a.m. WestCare staff provides services 24/7 on weekends and holidays. This is a centralized mobile response team to all local emergency departments for psychiatric consultation and discharge planning for mentally ill adult consumers. Staff does not see any clients in the building.</p>
	<p>Vehicle and foot patrol</p> <p>*VEHICLE REQUIRED*</p>

LOCATION:	Children's Crisis, Assessment, Intervention & Resolution Unit (CCAIR)	3151 N. Millbrook, Fresno Ca. Heritage Centre
HOURS:	168 hours per week	1-Officer 24 hours per day, 7 days per week
SERVICE DESCRIPTION STATIC GUARD	One (1) Security Officer shall always remain in the Security Booth located at CCAIR Unit 24 hours per day, 7 days a week.	
SPECIAL REQUIREMENTS	<p>The Security Officer shall remain in the Security Booth to monitor the camera equipment which has devices connected throughout the building and dispatch emergency services as necessary.</p> <p>Coverage shall be maintained 24 hours per day, 7 days a week including holidays.</p> <p>All Security Officers are required to complete the Crisis Prevention and Intervention (CPI) training and maintain certification.</p> <p>All Security Officers are required to complete the Health Insurance Portability and Accountability Act (HIPAA) annual training.</p> <p>Assist in maintaining the safety of clients, their family members, and staff.</p> <p>Restrict unauthorized persons from entering facility.</p> <p>Assist in controlling clients as requested by CCAIR's staff</p> <p>When requested by CCAIR's staff, resolve minor hostilities within the scope of security to determine which case(s) should be immediately referred to the Sheriff's Department and/or the Police Department.</p> <p>Assist CCAIR's staff to defuse and control violent clients using non-violent crisis intervention technique.</p> <p>Provide building access during non-business hours/special meetings for staff and remain with staff until task is completed, unless released.</p> <p>Respond to staff calls regarding fire, cardiac arrest, bomb threats and any fire alarm system problems. During these emergencies (fire, bomb threat), follow the instructions of the Department Head, Division Managers (s), or Chief of Security and assist with the building evacuation if necessary.</p> <p>Be responsible for notifying the Fire Department and the Alarm Company when necessary.</p> <p>Assist in crowd control.</p> <p>Security Services shall also be performed for the following on an as needed basis:</p> <ol style="list-style-type: none"> Escort staff to retrieve medical records. Escort staff, clients or family members to their vehicles. Stand-by for all admissions in the ambulance bay. 	

LOCATION:	Outpatient, Expansion of Day Treatment, Fulton School, Youth Link, Children's Mental Health Administration, MHSA Administration, MHSA Rural, MHSA Metro School Team, MHSA Team Decision Making (TDM) and Compliance Program 3151 N. Millbrook, Fresno Ca. Heritage Centre
HOURS:	40 hours per week 1-Officer 10:30am- 6:30pm Mon-Fri
SERVICE DESCRIPTION	One (1) Security Officer shall provide Heritage patrol at all entrance areas, from 10:30 a.m. to 6:30 p.m. Monday through Friday (excluding County Holidays).
SPECIAL REQUIREMENTS	<p>All Security Officers are required to complete Crisis Prevention and Intervention (CPI) training and maintain certification.</p> <p>All Security Officers are required to complete the Health Insurance Portability and Accountability Act (HIPAA) annual training.</p> <p>Conduct hourly perimeter checks of the building, grounds, and parking lots between 10:30 a.m. to 6:30 p.m.</p> <p>Provide written reports of any and all malfunctioning lights or doors to Department of Behavioral Health, Children's Mental Health Administration, 3133 N. Millbrook Ave., Fresno, 93703, with attention to Facility Support.</p> <p>Assist program staff and clients when requested by staff at Heritage.</p> <p>Restrict unauthorized persons from entering the facility.</p> <p>During emergencies (fire, bomb threat), follow the instructions of the Department Head, Division Managers (s), or Chief of Security and assist with the building evacuation if necessary.</p> <p>Notify the Fire Department when necessary.</p> <p>If requested by staff at Heritage, resolve minor hostilities within the scope of security to determine which case(s) should be immediately referred to the Sheriff's Department and/or the Police Department.</p> <p>The Security Officer shall follow the instruction of the clinician and/or clinical supervisor when dealing with a crisis situation involving mental health.</p> <p>The Security Officer shall assist Clinical Supervisors with regard to First Aid, CPI, fire safety, hazardous substances, and out of control or substance abusing minor and/or adults.</p> <p>Security Officers shall provide additional security related work as needed in order to maintain the security of the Heritage building:</p> <p>Security Officers shall be able to establish protocol or agreement with Department regarding:</p> <ol style="list-style-type: none"> Ability to detect a potential crisis; Skill in de-escalating a potentially dangerous situation; ability to deal with difficult persons (out-of-county, psychotic); Ability to communicate with and build trust with clients; Discerning whether to call the police or handle the crisis; and Ability to stay calm and use sound judgment in unexpected situations.

LOCATION:	Plaza Building 210/310P	2220 Tulare St. Fresno Ca. 93721
HOURS:	7.5 hours per week	1-Officer
SERVICE DESCRIPTION	Static guard and foot patrol	
SPECIAL REQUIREMENTS	<p>Be in the 310P reception area, on Monday - Friday, between the hours of 4:00 p.m. and 5:30 p.m., or until all negotiable instruments are locked in the office.</p> <p>Each day at 4:00 p.m., lock the double doors located in the 310P public reception room.</p> <p>Ensure that all fire/intrusion detection systems are activated and properly functioning at the conclusion of the business day.</p> <p>Assist in the evacuation of DCSS personnel and the public if necessary, during emergency situations including, but not limited to, bomb threats, fires, etc.</p> <p>Resolve hostile situations which are within the scope of their office, determine which situations should be referred to a law enforcement agency, and cause the appropriate referrals to be made.</p> <p>Fresno County Plaza – 15th Floor</p> <p>Security shall provide one (1) Security Officer to be assigned to the Fresno County Plaza Building, 2220 Tulare Street, 15th Floor, Fresno, CA 93721, for the purpose of providing security services for state hearings. On an as needed basis.</p> <p>DCSS Woodward Warehouse 2740 E. Woodward Ave, Fresno, CA 93721</p> <p>Resolve hostile situations which are within the scope of their Office, determine which situations should be referred to a law enforcement agency and or fire department, and cause the appropriate referrals to be made.</p> <p>In the case of alarm activation with resulting damage to structure, Security will notify DCSS immediately according to the appropriate call list as provided and updated by DCSS. General Services Security will also provide DCSS with an incident report the next business day.</p> <p>In the case of a nuisance/false alarm activation, General Services Security will provide DCSS with an incident report the next business day.</p>	

SERVICE REQUIREMENTS - DEPARTMENT OF PUBLIC HEALTH

LOCATION:	BRIX/MERCER	1221 FULTON MALL, FRESNO, CA 93721
HOURS:	20 Hours per week	6:00 a.m. to 8:00 a.m. and 4:00 p.m. to 6:00 p.m Mon-Fri
SERVICE DESCRIPTION	One (1) Security officer shall be on site for four (4) hours per day, Monday through Friday, during the term of this contract. Hours of service will commence at 6:00 a.m. to 8:00 a.m. and 4:00 p.m. to 6:00 p.m.	
SPECIAL REQUIREMENTS	<p>Turn off security alarm.</p> <p>Open employee entrance (West side of building) by 6:15 a.m. Between 6:15 a.m. and 8:00 a.m., the Security Officer will remain outside the facility, near the West exit; unless the weather is inclement, then the glass enclosed tower will become the duty station during those hours.</p> <p>Open all other exterior doors at 8:00 a.m.</p> <p>Secure all exterior doors at 5:00 p.m.</p> <p>Provide building access to authorized County staff during off-hours; provide access to the building for special meetings and to Department of Community Health employees who work in the Brix/Mercer complex.</p> <p>Provide instructions to staff during emergencies (bomb threat/emergency evacuation).</p> <p>When required, evacuate the building.</p> <p>If required, resolve minor hostilities within the scope of Security to determine which case(s) should be immediately referred to the Police or Sheriff's Department.</p> <p>Notify the Fire Department when necessary.</p> <p>After the facilities are opened to the public, Security staff will be on call if needed for emergencies.</p> <p>At approximately 4:30 p.m., the Security officer will remain outside the facility's West exit and perform escorts for staff as required until 6:00 p.m.</p>	

LOCATION:	EMERGENCY MEDICAL SERVICES	4555 E. HAMILTON
HOURS:	20 Hours per week	1-Officer (4) hours every twenty-four (24) hours
SERVICE DESCRIPTION	Patrol *VEHICLE REQUIRED*	
SPECIAL REQUIREMENTS	<p>Respond to security calls.</p> <p>Unlock doors and lock doors.</p> <p>Respond to security alarms.</p> <p>Activate and deactivate security alarms.</p> <p>Provide instructions to staff during emergencies (bomb threat/emergency evacuation).</p> <p>If required, resolve minor hostilities, within the scope of Security's responsibilities, and determine which case(s) should be immediately referred to the Police or Sheriff's Department.</p> <p>Notify the Fire Department, when necessary.</p>	

LOCATION:	IMMUNIZATION FREEZER ALARMS	1221 FULTON MALL, 1ST FLOOR, ROOM 144, FRESNO, CA 93721
HOURS:	VARIABLE	
SERVICE DESCRIPTION	CRITICAL ALARM RESPONSE	
SPECIAL REQUIREMENTS	<p>Security Officer(s) shall respond to all critical alarm reports coming from the Immunization Clinic refrigerators and freezer via the RAPTOR system after normal business hours, 5:00 p.m. – 8:00 a.m. Monday – Friday, on all weekends and County Holidays.</p> <p>Upon a critical alarm report, Security Officer(s) shall check the temperature of the refrigerators and freezer; by using the white thermometer mounted on the door of the unit, and attempt to determine the cause of the alarm. If a refrigerator or freezer unit is reading outside the temperature range, as established by the Immunization Clinic the Security Officer(s) shall immediately notify Immunization Clinic staff who are listed on an after hours call-out list and advise them of the readings.</p> <p>Security Officer(s) shall be available to allow access into the building for staff members responding to alarm reports and will standby with staff until staff have safely left the building.</p> <p>If Immunization staff determines if the vaccine needs to be relocated to a stable unit, staff will relocate the vaccine to a designated refrigerator and/or freezer unit in the Public Health Laboratory (Lab) located in the Brix Basement. The units to be utilized in the Lab are in room B22 South. The Revco Refrigerator Serial # XO2K-499745-XK and Revco Freezer Serial #X09K-500505-XK meet the temperature requirements. Security will provide access into the Lab and standby while the Immunization staff relocates the vaccines. Lab personnel do not need to be contacted to allow access into the Lab for the Immunization staff if they are on the after hours call-out list. Security is to provide a report to the Lab as stated in the Laboratory Security protocols.</p> <p>If the temperature range of the units cannot be monitored by the alarm system, the Supervising Public Health Nurse, or designee, from the call-list will request Security to manually check the temperature readings inside the units after normal business hours at 2-hour intervals. Security will document the temperature and time the units are checked on the log sheet located on the front of the units.</p>	

SERVICE REQUIREMENTS - DEPARTMENT OF SOCIAL SERVICES

LOCATION:	Main 4455 E. Kings Canyon Road Barton Building 4499 E. Kings Canyon Road Main Building Annex 4475 E. Kings Canyon Road Modular Building "326" Rear of UMC Laundry Fairgrounds, Intake Annex 4468 E. Kings Canyon Road Modular "D" 4452 E. Kings Canyon Road Modular "F" 4455 E. Kings Canyon Road Huntington Hall 435 S. Boyd Clinton Avenue Building 5070 E. Clinton Ave
HOURS:	40 Hours per week 1-Officer 8:00 am to 4:00 pm Mon-Fri
SERVICE DESCRIPTION	One (1) Security Officer shall be available eight (8) hours per day, Monday through Friday (excluding County Holidays) to provide security services on a daily basis at the Department of Social Services facilities on an as needed or on call basis. Officer shall provide routine patrols throughout the business day at each of the facilities listed below, and be available to respond to any request for Security Services at these facilities.
	Vehicle and foot patrol *VEHICLE REQUIRED*
SPECIAL REQUIREMENTS	The Security Officer shall patrol all public reception areas, and employees work areas no less than twice daily. The times of the day will vary as not to become routine for staff and the public.
LOCATION:	Sunnyside building 5693 E Kings Canyon Rd., Fresno, CA
HOURS:	55 Hours per week 1-Officer 7:00 a.m. to 6:00 p.m. Mon-Fri
SERVICE DESCRIPTION	Patrol assigned area of the Sunnyside building every two (2) hours to include the County vehicle lot, parking lots, and building. Patrol interior staff work area of the building at least two times (2x) per hour. Examine doors, windows and gates to ensure they are locked, for breakage, graffiti, or vandalism. Watch for and make verbal reports to on-site Management regarding irregularities such as fire hazards, leaking water pipes, and security doors left unlocked or any security-related event. In case of fire or presence of unauthorized persons or other emergency incidents, inform persons present of situation and escort to a secure area. Provide to on-site Management daily written report at end of shift as to incidents investigated, requests from public for assistance, vandalism or graffiti or other safety issues as described above. Standing guard and foot patrol
SPECIAL REQUIREMENTS	Beginning at 7:00 a.m. the assigned Security Officer shall deactivate the intrusion alarm, patrol the building to ensure no unauthorized persons are in the building. The Security Officer shall then be primarily based in the reception/interview area daily. The Security officer shall on a routine basis patrol the parking lot and public restrooms to ensure areas are free from unlawful activity. At the end of each day, prior to locking the facility, the Security Officer shall make one final check of the building to make sure all clients/public have left the building. The Security Officer shall assist staff during any emergency situation, including but not limited to fire alarm activation, earthquake, bomb threat or other natural disasters.

LOCATION:	Fairgrounds, Intake Annex 4468 E. Kings Canyon Road
HOURS:	40 Hours per week 1-Officer 8:00 am to 4:00 pm Mon-Fri
SPECIAL REQUIREMENTS	<p>The Security Officer shall be on-site in or around the main reception area between the hours of 8:00 a.m. to 4:00 p.m.</p> <p>The Security Officer shall make regular and routine patrols of the parking lots to insure the security of county and staff vehicles.</p> <p>The Security Officer shall make regular and routine patrols of the staff work areas at least four times (4x) per hour throughout the day to insure staff work areas are safe and free from any hazardous circumstances or unauthorized people.</p> <p>The Security Officer shall make regular and routine patrols of the exterior of the building to insure the facility is safe and free from any hazardous circumstances.</p> <p>The Security Officer shall assist staff during any emergency situation, including but not limited to fire alarm activation, earthquake, bomb threat or other natural disasters.</p>
SERVICE DESCRIPTION STANDING GUARD/FOOT PATROL	Standing guard and foot patrol

LOCATION:	Bldgs 311, 313, & 315 4449 E. Kings Canyon Road
HOURS:	40 Hours per week 1-Officer 8:00 am to 4:00 pm Mon-Fri
SERVICE DESCRIPTION STANDING GUARD/FOOT PATROL	<p>Patrol assigned areas of the Barton, Main, and Commissary buildings every two (2) hours to include the County vehicle lot, parking lots, and buildings. Patrol interior staff work area of the buildings at least two times per hour. Examine doors, windows, and gates to ensure they are locked also looking for signs of breakage, graffiti, or other safety issues.</p> <p>Standing guard and foot patrol</p>
SPECIAL REQUIREMENTS	<p>The security officer shall begin making routine patrols of the main reception areas on the first floor of Barton, Main, Commissary and the 2nd floor reception area of the Commissary building between the hours of 8 AM and 4 PM.</p> <p>When client levels in the main reception area have decreased, the security officer shall make regular and routine patrols of the staff work areas throughout the day to ensure staff work areas are safe and free from any hazardous circumstances or unauthorized people.</p> <p>When client levels in the main reception area have decreased, the security officer shall make regular and routine patrols of the exterior of the building to ensure the facility is safe from any hazardous circumstances.</p>

LOCATION:	Heritage Centre 3151 N. Millbrook
HOURS:	40 Hours per week 1-Officer 8:00 am to 4:00 pm Mon-Fri
SPECIAL REQUIREMENTS	<p>The Security Officer shall be on-site in or around the main reception area between the hours of 8:00 a.m. to 4:00 p.m.</p> <p>The Security Officer shall assist staff during any emergency situation, including but not limited to fire alarm activation, earthquake, bomb threat or other natural disasters.</p> <p>The Security Officer shall make regular and routine patrols of the staff work areas on the 1st and 2nd floors at least three times (3x) per hour throughout the day to insure staff work areas are safe and free from any hazardous circumstances or unauthorized people.</p> <p>The Security Officer shall make regular and routine patrols of the parking lots to insure the security of county and staff vehicles.</p> <p>The Security Officer shall make regular and routine patrols of the exterior of the building to insure the facility is safe and free from any hazardous circumstances.</p>
SERVICE DESCRIPTION STANDING GUARD/FOOT PATROL	Standing guard and foot patrol

SERVICE REQUIREMENTS - DEPARTMENT OF SOCIAL SERVICES

LOCATION:	1821 Fulton Street, Fresno	1821 Fulton street, Fresno
HOURS:	45 Hours per week	1-Officer 8:30 am to 5:30 pm Mon-Fri
SPECIAL REQUIREMENTS	<p>The Security Officer shall be on-site in the main reception area between the hours of 8:30 a.m. to 5:30 p.m.</p> <p>The Security Officer shall make regular and routine patrols of the staff work areas throughout the day to insure staff work areas are safe and free from any hazardous circumstances or unauthorized people.</p> <p>The Security Officer shall make regular and routine patrols of the exterior of the building to insure the facility is safe and free from any hazardous circumstances.</p> <p>The Security Officer shall assist staff during any emergency situation, including but not limited to fire alarm activation, earthquake, bomb threat or other natural disasters.</p> <p>The Security Officer shall patrol the parking lot periodically throughout the day, and remain in the lot between 5:00 p.m. and 5:30 p.m. daily to insure staff safety get to their vehicles.</p>	
SERVICE DESCRIPTION STANDING GUARD/FOOT PATROL	Standing guard and foot patrol	

LOCATION:	1209 E. Street, Fresno	1209 E. Street, Fresno
HOURS:	60 Hours per week	1-Officer 6:30 am-6:30 pm Mon-Fri
SPECIAL REQUIREMENTS	<p>Patrol assigned area of the "E" St. building every 2 hours to include the County vehicle lot, parking lots, and building.</p> <p>Patrol interior staff work area of the building at least three times per hour</p> <p>Examine doors, windows, and gates to ensure they are locked, for breakage, graffiti, or vandalism.</p> <p>Watch for and make verbal reports to on-site Management regarding irregularities such as fire hazards, leaking water pipes, and security doors left unlocked or any security-related event.</p> <p>In case of fire or presence of unauthorized persons or other emergency incidents, inform persons present of situation and escort to a secure area.</p> <p>Provide to on-site Management daily written report at end of shift as to incidents investigated, requests from public for assistance, vandalism or graffiti or other safety issues as described above.</p> <p>Inform on-site management staff immediately of any security and/or safety issue. For example disorderly clientele, calling for EMS services, safety hazards, etc.</p>	
SERVICE DESCRIPTION STANDING GUARD/FOOT PATROL	Standing guard and foot patrol	

LOCATION:	5070 E. Clinton Way, Fresno	5070 E. Clinton Way, Fresno
HOURS:	40 Hours per week	1-Officer 8:00 am to 4:00 pm Mon-Fri
SPECIAL REQUIREMENTS	<p>Patrol assigned area of the Clinton Way building at least 3 times per hour to include the parking lots and building.</p> <p>Verbally inform or warn violators of rule infractions (inappropriate access or exiting of buildings, parking infractions, loitering, smoking, carry forbidden articles, vandalism, or theft).</p> <p>Examine doors, windows, and gates to ensure they are locked, for breakage, graffiti, or vandalism.</p> <p>Watch for and make verbal reports to on-site Management regarding irregularities such as fire hazards, leaking water pipes, and security doors left unlocked or any security-related event.</p> <p>In case of fire or presence of unauthorized persons or other emergency incidents, inform persons present of situation and escort to a secure area.</p> <p>Provide to on-site Management daily written report at end of shift as to incidents investigated, requests from public for assistance, vandalism or graffiti or other safety issues as described above.</p> <p>Inform on-site management staff immediately of any security and/or safety issue. For example disorderly clientele, calling for EMS services, safety hazards, etc.</p>	
SERVICE DESCRIPTION STANDING GUARD/FOOT PATROL	Standing guard and foot patrol	

SERVICE REQUIREMENTS - DEPARTMENT OF SOCIAL SERVICES

LOCATION:	Child Protective Services 1404 L. St.
HOURS:	80 Hours per week 1-Officer 8:00 am to 12:00 am Mon-Fri
SPECIAL REQUIREMENTS	<p>Ensure all specified doors at the "L" Street Building are locked and checked hourly.</p> <p>Conduct hourly perimeter checks of the building, grounds and parking lots.</p> <p>Write reports of any and all lights or doors that are malfunctioning and forward the reports to the Contracts Unit.</p> <p>Assist program staff with clients when required.</p> <p>Restrict unauthorized persons from entering the facility.</p> <p>Provide parking control.</p> <p>During emergencies (fire, bomb threat), follow the instructions of the Department Head, Program Manager(s), or Chief of Security and assist with the building evacuation if required.</p>
SERVICE DESCRIPTION STANDING GUARD/FOOT PATROL	Standing guard and foot patrol

LOCATION:	CROCKER BUILDING 2135 FRESNO STREET, FRESNO, CA 93721 CENTER MALL COURT 2011 FRESNO STREET, FRESNO, CA 93721
HOURS:	40 Hours per week 1-Officer 10:00 am to 6:00 pm Mon-Fri
SPECIAL REQUIREMENTS	<p>Perform hourly exterior security checks of the Crocker Building's 2nd, 3rd and 4th floors and Center Mall Court during the 10:00 a.m. to 6:00 p.m. shift.</p> <p>Restrict unauthorized persons from entering the facility.</p> <p>Ensure all specified doors at the Crocker Building's 2nd, 3rd and 4th floors and Center Mall Court are locked and continually checked.</p> <p>During emergencies (fire, bomb threat), follow the instructions of the Department Head, Program Manager(s) or Chief of Security and assist with the building evacuation if required.</p> <p>Conduct hourly perimeter checks of grounds and parking lots.</p> <p>Notify the Fire Department when necessary.</p> <p>If required, resolve minor hostilities within the scope of security to determine which case(s) should be immediately referred to the Sheriff's Department and/or the Police Department.</p> <p>Write reports of any and all lights or doors that are malfunctioning and forward the reports to the Contracts Unit.</p> <p>Assist program staff with clients when required.</p>
SERVICE DESCRIPTION STANDING GUARD/FOOT PATROL	Security staff will be physically assigned to the Crocker Building's 2 nd , 3 rd and 4 th floors and Center Mall Court for a full eight (8) hour shift (10:00 a.m. to 6:00 p.m.) Monday through Friday (excluding County holidays). Security staff will also provide the following services: Open employee entrance on Fresno Street at 7:00 a.m. Open the public entrances on Fulton Street and unlock elevator at 7:30 a.m. Close employee entrance on Fresno Street and lock elevator door at 6:00 p.m. and close the public entrance on Fulton Street at 5:00 p.m.

LOCATION:	West Fresno Regional Center	142 E. California, Fresno, CA
HOURS:	55 Hours per week	1-Officer 6:30am to 5:30 pm Mon-Fri
SPECIAL REQUIREMENTS	<p>Patrol assigned area of the West Fresno Regional Center building every at least three times (3x) per hour to include the parking lots, and building.</p> <p>Patrol interior staff work area of the building at least three times (3x) per hour.</p> <p>Examine doors, windows and gates to ensure they are locked, for breakage, graffiti, or vandalism.</p> <p>Watch for and make immediate verbal reports to Supervisor, regarding irregularities such as fire hazards, leaking water pipes, and security doors left unlocked or any security-related event.</p> <p>In case of fire or presence of unauthorized persons or other emergency incidents, inform persons present of situation and escort to a secure area.</p> <p>Provide to supervisor daily written report at end of shift as to incidents investigated, requests from public for assistance, vandalism or graffiti or other safety issues as described above.</p> <p>Inform on-site management staff immediately of any security and/or safety issue. For example, disorderly clientele, calling for EMS services, safety hazards, etc.</p> <p>Open and close building including locking/unlocking doors and arming/disarming building alarm so employees can begin work at 7:30 a.m. and end work by 5:00 p.m.</p> <p>Assist public in providing directions to the building, where to park, and answering questions about the facility.</p> <p>At the request of the public or staff during normal business hours, provide escort service to offices or vehicles.</p> <p>Verbally inform and warn violators of rule infractions (inappropriate access or exiting of buildings, parking infractions, loitering, smoking, carrying forbidden articles, vandalism, or theft).</p> <p>Intervene in client confrontations of a threatening nature at the request of staff. It needed, be prepared to demonstrate crisis prevention and intervention procedures and protocols.</p>	
SERVICE DESCRIPTION STANDING GUARD/FOOT PATROL	<p>Requires physical activity to include standing and/or walking for more than four (4) hours per day or as the shift schedule demands.</p> <p>Perform miscellaneous job-related duties as assigned</p>	

LOCATION:	American Ave Disposal Site 18950 W. American Avenue, Kerman, California.
HOURS:	84.5 Hours per week: Monday-Tuesday 6:00 p.m.-5:30 a.m. Tuesday-Wednesday 6:00 p.m.-5:30 a.m. Wednesday-Thursday 6:00 p.m.-5:30 a.m. Thursday-Friday 6:00 p.m.-5:30 a.m. Friday-Saturday 6:00 p.m.-6:00 a.m. Saturday-Sunday 4:30 p.m.-6:00 a.m. Sunday-Monday 4:30 p.m.-5:30 a.m.
SERVICE DESCRIPTION VEHICLE/FOOT PATROL	One Security Officer on a daily basis to provide physical security presence at the AMERICAN AVENUE DISPOSAL SITE, located at 18950 W. American Avenue, Kerman, California.
SPECIAL REQUIREMENTS	* Vehicle Required*
	Security Officers shall patrol grounds, buildings-including but not limited to Maintenance/Office Building and Scalehouse, and equipment periodically throughout the duty shift. Security Officers shall provide access to Maintenance/Office Building and Scalehouse for janitorial personnel to perform their services. Security Officers shall re-secure all areas once janitorial services are completed. Security Officers shall remain at the American Avenue Disposal Site, unless emergency situations require otherwise. Security Officers shall prepare and submit a Daily Activity Log, at the conclusion of each shift, indicating all security activities that occurred during that tour of duty.

LOCATION:	Kearney Park
HOURS:	7.5 Hours per week 1 Officer to lock Kearney Park gates at 7:00pm Fall/Winter or 10:00pm Spring/Summer
SERVICE DESCRIPTION	Patrol
SPECIAL REQUIREMENTS	None

		M	T	W	TH	F	SAT	SUN	
Central	Hours Opened	9-9	9-9	9-9	9-9	9-6	9-6	1-6	
	Security Hours	1:30-9:30	1:30-9:30	1:30-9:30	1:30-9:30	12:30-6:30	11:30-6:30	1:30-6:30	
	Total No. Hours	8	8	8	8	6	7	5	50.0
Clovis	Hours Opened	9-9	9-9	9-9	9-9	9-5	9-5	12-5	
	Security Hours	2:30-4:30	2:30-4:30	2:30-4:30	2:30-4:30				
	Total No. Hours	2	2	2	2				8.0
Sunnyside	Hours Opened	9-9	9-9	9-9	9-9	9-5	9-5	12-5	
	Security Hours	5-7		5-7	5-7				
	Total No. Hours	2		2	2				6.0
Gillis	Hours Opened	10-7	10-7	10-7	10-7	10-5	10-5		
	Security Hours	2:30-4:30	2:30-4:30	2:30-4:30	2:30-4:30				
	Total No. Hours	2	2	2	2				8.0
Fig Garden	Hours Opened	9-9	9-9	9-9	9-9	9-5	9-5	12-5	
	Security Hours	5-7	5-7	5-7					
	Total No. Hours	2	2	2					6.0
Reedley	Hours Opened	9-9	9-9	9-9	9-9	10-5	10-5		
	Security Hours	3-5		1:30-3:30	3-5				
	Total No. Hours	2		2	2				6.0
Parlier from Reedley	Security Hours			4-5					0.5
	Total No. Hours			1					1.0
Cedar-Clinton	Hours Opened	10-7	10-7	10-7	10-7	10-5	10-5		
	Security Hours	2:30-4:30	5-7	2:30-4:30	5-7				
	Total No. Hours	2	2	2	2				8.0
Woodward	Hours Opened	9-9	9-9	9-9	9-9	9-5	9-5	12-5	
	Security Hours							12:15-5:15	
	Total No. Hours							5.0	5.0
West Fresno	Hours Opened	10-5	10-5	10-5	11-7		11-3		
	Security Hours				5:30-7:30		1:00 - 3:00		
	Total No. Hours				2		2		4.0
Politi	Hours Opened	10-7	10-7	10-7	10-7	10-5	10-5		
	Security Hours			2:00-3:30		2:30-4:00			
	Total No. Hours			1.5		1.5			3.0
Sanger	Hours Opened	9-9	9-9	9-9	9-9	10-5	10-5		
	Security Hours	4-6	4-6	4-6					
	Total No. Hours	2	2	2					6.0
Selma	Hours Opened	9-9	9-9	9-9	9-9	10-5	10-5		
	Security Hours	3-5	3-5		5-7				
	Total No. Hours	2	2		2				6.0

Weekly Rural Routes: One afternoon route

San Joaquin Caruthers	Monday	early release day	anytime from 1:30-4:00	
	Monday	early release day	anytime from 1:30-4:00	2.0
Tranquility Mendota	Tuesday		1:30-2:45 pm	
	Tuesday		3:30-4:30 pm	2.0
Orange Cove Fowler	Wednesday	early release day	anytime from 2:00-4:30	
	Wednesday	early release day	anytime from 2:00-4:30	2.0
Easton Laton Riverdale	Thursday		anytime from 2:00-4:30 pm	
	Thursday		anytime from 3:00-4:30 pm	
	Thursday		anytime from 3:00-4:30 pm	3.0
Total Hours Per Week				126.5

Summer only

		hours	time	dates	weeks	annual
Mosqueda	Thursday	2	5 - 7 pm	summer only (June 1-Aug 31)	13	26.0
Woodward	Thursday	1.5	12:45-2:15	summer only (June 1-July 31)	9	13.5
Clovis	None -- no security needed	-8		summer only (June 1-August 20)	12	-96.0
						-56.5

*travel time

The responsibilities of Security Officers shall include but not be limited to the following:

- 1) Ensure staff and patrons are protected from criminal and offensive behavior including damage to or loss of personal possessions;
- 2) Ensure LIBRARY equipment and property is secured against loss or damage;
- 3) Security Officers shall patrol buildings and premises checking all exterior doors and monitor premises watching for fires, prowlers, or danger of loss or damage to property, hourly, but at random to avoid predictable pattern. Exterior facility checks shall be conducted regularly during the day.
- 4) Security officers shall ensure that alarms are functioning and that doors are locked at the end of the working day if appropriate.
- 5) Security officers shall open and lockdown facilities when requested by the LIBRARY, disarm and rearm security systems when required, and turn lights on or off as required and ensure that doors and gates are properly locked or unlocked.
- 6) Security officers may be requested to provide escort for staff to and from County facilities/parking lots.
- 7) Security Officers on duty shall remain at their assigned location unless responding to a call;
- 8) If required, Security Officers shall resolve minor altercations within the scope of their job description, or refer the situation promptly to the appropriate law enforcement agency. When appropriate, security officers escort patrons from the premises and/or shall detain individuals until appropriate law enforcement personnel arrives.
- 9) Security Officers shall patrol the County parking lot utilized by staff and patrons adjacent to the Library's Central Branch located at 2420 Mariposa, Fresno, California.
- 10) During bomb threats or other security evacuations, Security Officers shall follow the instructions of the Librarian-in-Charge or the Chief of Security, and assist with the evacuation, as needed.
- 11) Display initiative to help other people by being courteous, attentive and patient while at the same time using tact, discretion and impartiality. Remain courteous under stress regardless of the situation being confronted.
- 12) Receive training on and assist library staff with enforcement of specific LIBRARY policies such as Internet access and use.

SPECIFIC RULES AND ENFORCEMENT ACTIONS

The Fresno County Library welcomes all patrons who comply with the following rules. The purpose of these rules is to ensure that all patrons of Fresno County Library facilities have access to and use of library facilities in a quiet, orderly, sanitary, and safe atmosphere, unhindered and undisturbed by the disruptive actions and behavior of others.

Security officers are charged with enforcing rules and taking direction from lead library staff. At the start of each shift security officers will check in with library staff to advise them that they are on-duty.

Security officers are responsible to enforce the following library policies:

- 1) Loud talking, offensive language, or engaging in noisy or boisterous activities (including running, roller-blading, skate-boarding.)
- 2) Using cell phones, pagers, and other auditory devices in a manner that disturbs others. Cell phone ringers should be silenced when entering the library. Loud or extended conversations should be moved outside the library.
- 3) Leaving children unattended anywhere on the Library premises if they cannot care for themselves or if such children interfere with or disrupt other's use of the library.
- 4) Misuse of Library furniture or equipment
- 5) Interfering with or blocking free passage with bicycles, large backpacks, carts, and other bulky items.
- 6) Leaving personal belongings unattended.
- 7) Giving speeches or handing out literature in the Library (however, such conduct may be allowed in the Library public meeting rooms upon receiving permission from the appropriate Library official.)
- 8) Soliciting money on the Library premises.
- 9) Eating, drinking, smoking, bathing, or sleeping in the library, Smoking within 20 feet of library entrances and windows is prohibited.
- 10) Bringing animals, other than service animals, into the Library.
- 11) Entering or remaining in the library without shirt or shoes.
- 12) Grouping around single computer stations.
- 13) Using someone else's identification or library card number to access computer stations or check out books.
- 14) Possessing weapons of any kind of Library premises.

LOCATION:	VARIOUS
HOURS:	VARIABLE
SERVICE DESCRIPTION	TRANSPORTATION OF PERSONS FROM DESIGNATED LOCKED FACILITIES TO SUPERIOR COURT OF FRESNO COUNTY
SPECIAL REQUIREMENTS	* Vehicle Required* SPECIFIC VEHICLES REQUIRED 1-2 PASSENGERS MAY USE A 'POLICE CAGED' SEDAN; MORE THAN 2 PASSENGERS REQUIRES A 'POLICE CAGED PASSENGER VAN'. 2 OFFICERS MUST BE ASSIGNED TO EACH VEHICLE
	<p>Transport clients from the PHF to Superior Court located at 1100 Van Ness Avenue.</p> <p>Transportation services from Superior Court to the PHF located at 4411 E. Kings Canyon Road.</p> <p>Transport Conservatees from designated facilities in and outside the geographical boundaries of Fresno County to the Superior Court and return the Conservatees to designated facilities.</p> <p>Transport Conservatees from locked facilities in and outside of Fresno County, to the Superior Court and return Conservatees to the locked facilities.</p> <p>Transportation of mental health consumers also involves supervision while consumers are in court.</p> <p>All Security Officers are required to complete the Crisis Prevention and Intervention (CPI) training and maintain certification.</p> <p>All Security Officers are required to complete the Health Insurance Portability and Accountability Act (HIPAA) annual training.</p>

Building #	COMMON NAME	PHYSICAL ADDRESS	DEPARTMENT
UNIVERSITY MEDICAL CENTER FACILITIES			
308	LAUNDRY-SOCIAL SERVICES-HSS	445 S CEDAR FRESNO	DSS
311	MAIN WELFARE-SOCIAL SERVICES-HSS	4455 E KINGS CANYON FRESNO	DSS
312	BARTON MOTOR POOL-GSA-FLEET	500 S BARTON FRESNO	VACANT
313	COMMISSARY BUILDING-SOCIAL SERVICES-HSS	4449 E KINGS CANYON FRESNO	DSS
314	GARDENERS SHOP-GSA-PARKS		PW/P
315	BARTON BUILDING-SOCIAL SERVICES-HSS	4499 E KINGS CANYON FRESNO	DSS
316	MAIN WELFARE ANNEX-SOCIAL SERVICES-HSS	4475 E KINGS CANYON FRESNO	DSS
317	MAIN MENTAL HEALTH-HEALTH-HSS	4441 E KINGS CANYON FRESNO	BH
318	HUNTINGTON HALL-SOCIAL SERVICES-HSS	435 S BOYD FRESNO	DSS
319	PSYCHIATRIC HEALTH FACILITY-HEALTH-HSS	4411 E KINGS CANYON FRESNO	BH
320	HEALTH FACILITY-HEALTH HSS	515 S CEDAR FRESNO	DBH
326	MODULAR BUILDING-SOCIALSERVICES-HSS		DSS
333	MODULAR UNIT B-HEALTH-HSS	4417 E INYO FRESNO	DBH
334	MODULAR UNIT C-HEALTH-HSS	4445 E INYO FRESNO	DBH
335	MODULAR UNIT E-HEALTH-HSS	4447 E KINGS CANYON FRESNO	DBH
336	MODULAR UNIT F-SOCIAL SERVICES-HSS	4463 E KINGS CANYON	DSS
338	UMC PARKING LOTS		
340	INTAKE BUILDING-SOCIAL SERVICES-HSS	4468 E KINGS CANYON FRESNO	DSS
341	INTAKE ANNEX-SOCIAL SERVICES-HSS	4468 E KINGS CANYON FRESNO	DSS
343	MODULAR UNIT D-SOCIAL SERVICES-HSS	4452 E KINGS CANYON FRESNO	DSS
348	BUILDING MAINTENANCE OFFICE-GSA	4590 E KINGS CANYON FRESNO	GSA
HAMILTON YARD FACILITIES			
400	FARM & HOME-COOPERATIVE EXTENSION	1720 S MAPLE FRESNO	AG
404	AG COMMISSIONER-AGRICULTURE DEPARTMENT	1730 S MAPLE FRESNO	AG
409	TRAFFIC SIGN SHOP- PUBLIC WORKS	4551 E HAMILTON FRESNO	PW/P
413	MATERIAL TESTING-PUBLIC WORKS-ROADS	4551 E HAMILTON FRESNO	PW/P
415	WEIGHTS AND MEASURES AG-DEPARTMENT	4535 E HAMILTON FRESNO	AG
419	AG TRAINING TRAILER	4535 E. HAMILTON FRESNO	AG
420	FLEET OFFICE & PARTS-GSA-FLEET SERVICES	4551 E HAMILTON FRESNO	GSA
435	EMS BUILDING-HEALTH-HSS	4555 E HAMILTON FRESNO	PH
437	PURCHASING WAREHOUSE GSA	4525 E. HAMILTON	GSA
TENTH ST. FACILITIES			
502	JUVENILE HALL-SUPERIOR COURT	742 S 10TH STREET FRESNO	VACANT
515	JUVENILE ADMINISTRATION-PROBATION	890 S 10TH STREET FRESNO	PROB
521	PARKING LOT- 9TH STREET	9TH STREET FRESNO	PROB
METRO FACILITIES			
603	HALL OF RECORDS-GSA-SECURITY	2281 TULARE STREET FRESNO	ACTTC/BOS/CAO
610	PLAZA-GSA-SECURITY	2220 TULARE FRESNO	VAR
611	BRIX BUILDING-HEALTH-HSS	1221 FULTON MALL FRESNO	PH
615	CORONERS-MORGUE-PUBLIC ADMIN-CORONERS	760 W NIELSON FRESNO	Coroner
622	INFORMATION TECHNOLOGT SERIVES DEPARTMENT	1721 FULTON FRESNO	ITSD
626	WEST FRESNO CENTER-HEALTH-HSS	823 WATERMAN FRESNO	VACANT
864	CROCKER BUILDING-SOCIAL SERVICES-HSS	2135 FRESNO STREET FRESNO	DSS
884	CHILD PROTECTIVE SERVICES-SOCAIL SERVICES-HSS	1404 L STREET FRESNO	DSS
898	CENTER MALL COURT-HEALTH-HSS	2011 FRESNO STREET FRESNO	DSS
HERITAGE CENTRE AND AIRPORT FACILITIES			
828	ADULT SERVICES-HEALTH-HSS	2536 N GROVE FRESNO	BH
848	HERITAGE CENTER-DCFS/BH	3151 N MILLBROOK FRESNO	DCFS/BH
648	INFORMATION TECHNOLOGY SERVICE DEPARTMENT	2048 FINE STREET FRESNO	ITSD
635	FINE STREET ANNEX-HEALTH-HSS	2211 FINE STREET FRESNO	
627	REHAB CENTER-HEALTH-HSS	2171 N FINE STREET FRESNO	VACANT
628	ELIGIBILITY-SOCIAL SERVICES-HSS	4944 E CLINTON FRESNO	DSS
629	AIR FRESNO-ETA-SS-HSS	2589 AIR FRESNO FRESNO	DSS
OUTLYING FACILITIES			
655	SUNNYSIDE BOWL DSS	5693 E. KINGS CANYON FRESNO	DSS
656	WFRS HSS	142 E. CALIFORNIA	PH/BH
657	WFRS LIBRARY	188 E. CALIFORNIA	Library

Weekly Rural Routes: One afternoon route				Hours per week
San Joaquin	Monday	early release day	anytime from 1:30-4:00	2.0
Caruthers	Monday	early release day	anytime from 1:30-4:00	
Tranquility	Tuesday		1:30-2:45 pm	2.0
Mendota	Tuesday		3:30-4:30 pm	
Orange Cove	Wednesday	early release day	anytime from 2:00-4:30	2.0
Fowler	Wednesday	early release day	anytime from 2:00-4:30	
Easton	Thursday		anytime from 2:00-4:30 pm	3.0
Laton	Thursday		anytime from 3:00-4:30 pm	
Riverdale	Thursday		anytime from 3:00-4:30 pm	

The responsibilities of Security Officers shall include but not be limited to the following:

Ensure staff and patrons are protected from criminal and offensive behavior including damage to or loss of personal possessions;

Ensure LIBRARY equipment and property is secured against loss or damage;

Security Officers shall patrol buildings and premises checking all exterior doors and monitor premises watching for fires, prowlers, or danger of loss or damage to property, hourly, but at random to avoid predictable pattern. Exterior facility checks shall be conducted regularly during the day.

Security officers shall ensure that alarms are functioning and that doors are locked at the end of the working day if appropriate.

Security officers shall open and lockdown facilities when requested by the LIBRARY, disarm and rearm security systems when required, and turn lights on or off as required and ensure that doors and gates are properly locked or unlocked.

Security officers may be requested to provide escort for staff to and from County facilities/parking lots.

Security Officers on duty shall remain at their assigned location unless responding to a call;

If required, Security Officers shall resolve minor altercations within the scope of their job description, or refer the situation promptly to the appropriate law enforcement agency. When appropriate, security officers escort patrons from the premises and/or shall detain individuals until appropriate law enforcement personnel arrives.

During bomb threats or other security evacuations, Security Officers shall follow the instructions of the Librarian-in-Charge or the Chief of Security, and assist with the evacuation, as needed.

Display initiative to help other people by being courteous, attentive and patient while at the same time using tact, discretion and impartiality. Remain courteous under stress regardless of the situation being confronted.

Receive training on and assist library staff with enforcement of specific LIBRARY policies such as Internet access and use.

SPECIFIC RULES AND ENFORCEMENT ACTIONS

The Fresno County Library welcomes all patrons who comply with the following rules. The purpose of these rules is to ensure that all patrons of Fresno County Library facilities have access to and use of library facilities in a quiet, orderly, sanitary, and safe atmosphere, unhindered and undisturbed by the disruptive actions and behavior of others.

Security officers are charged with enforcing rules and taking direction from lead library staff. At the start of each shift security officers will check in with library staff to advise them that they are on-duty.

Security officers are responsible to enforce the following library policies:

- 1) Loud talking, offensive language, or engaging in noisy or boisterous activities (including running, roller-blading, skate-boarding.)
- 2) Using cell phones, pagers, and other auditory devices in a manner that disturbs others. Cell phone ringers should be silenced when entering the library. Loud or extended conversations should be moved outside the library.
- 3) Leaving children unattended anywhere on the Library premises if they cannot care for themselves or if such children interfere with or disrupt other's use of the library.
- 4) Misuse of Library furniture or equipment
- 5) Interfering with or blocking free passage with bicycles, large backpacks, carts, and other bulky items.
- 6) Leaving personal belongings unattended.
- 7) Giving speeches or handing out literature in the Library (however, such conduct may be allowed in the Library public meeting rooms upon receiving permission from the appropriate Library official.)
- 8) Soliciting money on the Library premises.
- 9) Eating, drinking, smoking, bathing, or sleeping in the library, Smoking within 20 feet of library entrances and windows is prohibited.
- 10) Bringing animals, other than service animals, into the Library.
- 11) Entering or remaining in the library without shirt or shoes.
- 12) Grouping around single computer stations.
- 13) Using someone else's identification or library card number to access computer stations or check out books.
- 14) Possessing weapons of any kind on Library premises.