

SECURITY CORPS DUTIES & RESPONSIBILITIES

New York Leadership Conference & Skills Championships

2018
4/25 - 4/27



Review this information with students selected.

Student Security Corps. Members will be referred to herein as Officer

***FAMILIARIZE YOURSELF WITH ALL THIS INFORMATION.**

***HAVE THIS INFORMATION WITH YOU AT ALL TIMES.**

The Officer's responsibility is to provide service to the SkillsUSA community, being helpful and providing information. You are to familiarize yourself with the operation and be able to provide information to advisors, judges, contestants, and the general public. You will maintain a correct and professional posture at all times and will interact in a positive manner. It is expected that an excellent image of the Security Corps will be maintained.

You have been selected by your Instructor to represent your school and class in this capacity. It is an honor to serve on this detail and you should be very proud of yourself. We are looking forward to meeting each of you on the first night. Together we will provide a safe, secure and professional contribution to this great event! Thank you in advance for your assistance and dedication to this very important assignment. If you have any questions, feel free to contact us at the below numbers.

MAIN DUTIES

1. Provide crowd and access control as assigned.
2. Be properly uniformed.
3. Control access to contest areas as determined by NYSC Coordinator.
4. Guard and protect Display Contest areas during and after set up.
5. Assist in getting EMS to the specific area and or persons that may be in need.
6. Patrol contest areas to control noise, crowds and observer interference as assigned.
7. Monitor the no smoking policy and report all violations.
8. Report all violations of the SkillsUSA Code of Conduct to their supervisor, advisor and Chairperson.
9. At all times and for all duties, Student Security Officers will act in a friendly and helpful manner.
10. If a person becomes unreasonable and fails to respond to a reasonable request, the supervisor of Student Security is to be notified and respond. All incidents must be documented.
11. Student's are on duty as assigned and will not eat, drink, sit or otherwise present a negative image while on post.
12. Control all "lost and found" at our Base location in the Center of Progress Building.
13. Present a positive image at **ALL TIMES** when on duty or off during their entire stay at the conference.
14. **Be familiar with events, times and locations; and provide courteous information to all requests.**
15. Ensure that no talking occurs between contestants who are competing and observers.

*(if this occurs remind the observer that the contestant may be disqualified and report this immediately to your supervisor and the contest Chairperson)

NYS SkillsUSA "CODE OF CONDUCT" - REPORT ANY VIOLATION TO AN ALPHA OR ADVISOR

Damages: Any damage to any property will be charged to the individual and it will be their responsibility to reimburse SkillsUSA for any damages as a result of the students' misconduct.

Alcohol and Drugs: No alcoholic beverages, drugs or narcotics, in any form, shall be possessed or used at any time, under any circumstances. Violation of this area will result in referral to the respective law enforcement agency and may also result in administrative action at the school. Those students requiring prescribed medications must make the advisors aware of this at the time of the student meeting prior to departing.

Smoking: There will be no smoking on BOCES property, in the bus, in contest areas, or when attending official Skills USA meetings or ceremonies.

Radios: No radios, "boxes", MP3, Tape or CD units are allowed in contest areas or during meetings and/or ceremonies.

Cell/Camera Phones/BlackBerries: There is no use of cell/camera phones/blackberries during competition or pre/post contest meetings or during the general assembly. All phones etc. will be turned off or placed in Manner Mode and will not be visible. **Any contestant using a cell phone/blackberry during their competition will be subject to disqualification.**

GENERAL INSTRUCTIONS

1. Be properly uniformed. THE UNIFORM FOR THE EVENT WILL BE THE STANDARD SkillsUSA UNIFORM WITHOUT BLAZER! The standard SkillsUSA uniform consists of black dress slacks or skirts, with white dress shirts or blouse (*must remain "tucked-in"*) with an appropriate solid black tie, black socks and black shoes. A good quality all black athletic shoes are acceptable. DO NOT WEAR YOUR SCHOOL UNIFORM! Females are to wear ties and long hair will be pulled back in a ponytail. Only one pair post style earrings are allowed. NO earrings are to be worn by males. No slacks are to be worn which appears to be jean style or jeans material, even if black. Officers not wearing or having available proper dress will be relieved of duty. Security will not wear blazers on duty. **All officers must wear a watch or item indicating the correct time. (During Thursdays Entertainment and Fridays Closing Ceremony – The Security Corps Gold shirt will be worn.**
2. **UNDER NO CIRCUMSTANCES IS AN OFFICER TO PRESENT A CONFRONTATIONAL ATTITUDE. REMEMBER, WE ARE THERE TO HELP, NOT HARRASS.** Security includes, providing access control and reporting and documenting of incidents only. Specific instructions will be provided at our meetings. Under no circumstances are Security Corps. Officers to engage in confrontational behavior. Report violations of the SkillsUSA Code of Conduct, gather information about the incident, and give to your supervisor.
3. Ensure that all SkillsUSA personnel are wearing ID badges at ALL times. These badges are needed for bus transportation between sites (**COLORED**) and admission to contest areas. These will also indicate contestant start times. If an individual is not displaying a badge, remind them that one is needed and notify a supervisor.
4. Security Officers will not use their phone while on duty for **any** purpose other then contacting their Alpha or Advisor or checking the time. No texting, calling or playing games while on post.

COLOR-CODED BADGES (which bus to which hotel)

****THIS INFORMATION WILL BE PROVIDED AT THE FIRST NIGHT'S MEETING IN SYRACUSE****

WEDNESDAY, April 25 * Shift 6:00 pm to 9:00 pm

6:00pm - ALL Security Corps Students are to be in FULL uniform and meet at the **Center of Progress Building** and check in with Security Alphas. Security will direct students to the appropriate buildings after the Welcome Announcements and provide access control to contest areas. Students should be the FIRST to eat Dinner then immediately brought to the COP building by a representative from your school.

**** Ensure that you have your "Duties and Responsibilities" packet and ID Ribbon. ****

7:45pm to 9:00pm - Student Security Corps tour and Meeting discussing job assignments with group photo.

** Bring this packet, a small notepad and pen. Security Badges will be presented and the assignments reviewed.*

9:00pm – Security Officers will meet their respective schools and return to their hotel. Ensure you discuss where to meet with your advisor. Study all information provided. Prepare for the next day.

THURSDAY, April 26 * Shifts 7:00am to 8:00pm

6:15am – Ensure with your Advisor, that you are **first** to eat breakfast and bring a change of clothes for the dinner event.

7:00am – Students all arrive and report to the Base area reviewed Wednesday night (**Center of Progress Building**) After checking in, each student will then directly report to Alphas at each building. Those students will stay at their site during the day. Security Officers will be stationed initially at the interior doors to keep contestants out of contest areas until the allowed times. Allow Judges and Chairpersons to enter. **9:00am** – Allow observers into contest areas– As directed by Alpha's; help with lunch at all locations; begin moving observers out of competition areas. Monitor all doors to contest sites - **NO OBSERVERS** between **12:00 & 1:00pm** during competitor's lunch. All Observers, Advisors and Guests should report to the Center of Progress Building where lunch will be served during this time. Start allowing observers back in at **1:00pm**

Fairgrounds and SkillsUSA Staff MUST be able to go thru all areas of the facility without being stopped.

****Advisors are NOT staff.**

Lunch and breaks will be assigned and strictly adhered too. If an officer does not report back on time, he/she will be immediately relieved of duty and his/her advisor will be contacted. No award will be given. (**Wear a watch or have a cell phone**) Ensure professional services at all times on or off duty. **Remember** to have available this packet, a Conference Program, map and notebook. WE are there to help in providing a safe and secure environment by being professional and helpful in giving accurate information. (See list of duties)

4:00pm - All Security Corps. Students will meet at Base for a debriefing. Security Corp T-Shirts will be handed out at that time and students may change to work the Dinner and Entertainment event at the Horticulture Building. These may also be worn during the closing ceremony on Friday morning.

4:30pm – 8:00pm – Officers will be required to work the Dinner and Entertainment event. Shifts will be divided into two. Your shift will be assigned that day. **ALL SkillsUSA PARTICIPANTS WILL BE REQUIRED TO WEAR THEIR SkillsUSA BADGE OR WEAR THIS YEARS STATE T-SHIRT TO ENTER THE BUILDING. STUDENTS =** If they do not have their badge or State T-Shirt they must get their advisor to sign them in and wear a name sticker....
ADULTS = Must show ID, sign in and wear a name sticker.
During this time Officers will control access and ensure the safety and security of all individuals.

8:00pm – All Security Corps students will be released and meet with their respective schools to return to their hotel. Check in with your Advisor.

FRIDAY, April 27* Shifts 8:00am to 10:00am

8:00 am - Meet at the designated entrance/area in the Center of Progress building **immediately upon arrival** to assist with helping everyone find their proper seating area. All Officers must have a seating chart and appear in uniform (**Gold Shirt**) You may be asked to assist “in front of” or “backstage” directing winners to designated areas.

9:00am – Doors Open to All for Awards

10:00am - Locate your school and check-in with your advisor.

THANK YOU FOR A JOB WELL DONE!

The above times are being used as a guide and are subject to change by the Chairperson.

SPECIAL NOTICE

NO STUDENT WILL CALL FOR OR ANNOUNCE AN EVACUATION OF ANY BUILDING

The above will be done by the Security Chairs in conjunction with an authorized Skills Board Member.

Each Security Student is expected to follow all rules and NOT conduct themselves in a manner “unbecoming an Officer” during their ENTIRE stay in Syracuse. Security Students should report any violation of the code of conduct to their own school’s Advisor once back at their hotel. And most important, enjoy themselves and have fun!!

***DO NOT USE ANY PHYSICAL FORCE** for ANY reason.

Report any incident immediately to your supervisor and a SkillsUSA Advisor.

Security includes, providing access control and reporting and documenting of incidents only. Specific instructions will be provided at our meetings. Under no circumstances are Security Corps. Officers to engage in confrontational behavior. Report violations of the SkillsUSA Code of Conduct, gather information about the incident, and give to your supervisor.

At all times and for all duties, the Officer will act in a friendly, helpful manner. If a person becomes unreasonable or fails to obey a reasonable request of the Officer, notification will be made immediately to a supervisor to respond to the location.

Any incident must be immediately reported and documented by the Officer on an Incident Report.

Any Officer acting inappropriately, violating procedures, or missing from his/her post will be relieved of duty, not receive a Certificate, and be turned over to his/her school Advisor.

YOUR AWARD WILL BE PRESENTED AT THE END OF THE EVENT

David N. Foldi, CPP-CPOI - Chairperson Cell# 518-366-6727 / Judy Essig - Co-Chair Cell# 585-820-2615
WSWHE-BOCES – 518-581-3600 GV BOCES – 585-658-7811 ext.4004
DavidFoldi@wswebooces.org jessig@gvboces.org