

## **Brief Profile of Probationary Security Officer and Probationary Fire & Security Officer**

### **❖ General Duties of Security Officers**

- To ensure the security of branches/ ATMs/ offices shall be the primary duty of the Security Officer.
- To work under the direct supervision, direction and control of the Chief Security Officer (CSO) on all security matters.
- To maintain the Bank / Private Security Agency (PSA) security staff
- To assist Administrative / Regional Head in the security affairs.
- To advise all branches / Administrative offices on physical security matters.
- To carry out surprise inspection of branches/ offices/ ATMs/Currency Chests
- To ensure that armed guards training including firing practice
- To maintain close liaison with the State Police.
- To make efforts to inculcate security consciousness amongst bank staff
- To prepare an Action Plan based on crime review of the branches.
- To prepare a contingency plan duly vetted by the Management, Police and the local administration to meet all eventualities in the case of an emergency whether man made or natural.
- To aid and advise the Management in consultation with the police and other local functionaries, on the selection of site
- To recommend posting of Security Guard based on prevailing law and order situation and in consultation with local Police.
- Check the guard along with the PSA supervisor
- To carry out any other jobs allotted by the competent authority.

### **❖ Duties of Security Officers at Administrative Building**

- Review and report the working of Facility Management Company.
- Check and periodically review the security measures and report to the HO Security at least once in a quarter.
- Maintain and check the documents related to the various jobs being carried out by Security and Facility Management Services.
- Conduct monthly meeting with Security and FM services and send report to HO Security.
- Carry out firefighting drill at least once in six months and train all the members in fire fighting.
- Verify the PSA documents related to statutory obligations on monthly basis.
- All jobs related to fire approval for Administrative building.
- Ensure proper working of Electrical systems and fire sensors system of Administrative Building.
- Ensure proper working of Access control and CCTV.
- Review the CCTV footage on daily basis.
- Review the visitor entry.
- Ensure proper parking of the vehicles.
- Review all the reports and returns initiated by the facility management and Security companies and quarterly report to HO: Security.
- To carry out any other jobs allotted by the competent authority.

❖ **Duties of Security Officers at Central Monitoring Station**

- The officers deployed at Central Monitoring Station will work in three shifts
- The officer on duty will ensure that all CCTV connections are on line and off-line connections if any will be rectified at the earliest (not more than 48 hrs).
- Liaison with IT Operations Department.
- Maintenance of documents.
- Liaison with vendors.
- Updating gadgets operations
- A log of all the events/happenings during the day will be maintained and forwarded to HO security on daily basis.
- Check branches for safety and security at random. In case any suspicious activity observed, matter to be reported to higher authorities.
- checking gadgets at branches.
- Maintenance and operation of burglar alarm in sites
- The recording of all incidents detected / reported by / to Central Monitoring Station will be preserved in CMS in the computer/ External Hard Disk available in CMS.
- Maintain all fire equipment in all sites of branches.
- To carry out any other jobs allotted by the competent authority.

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