

Example of Security Duties

Engaging visitors and communicating rules and regulations

Stopping by business owners and checking in with them to see if there are any security issues

Communicating with Parks Canada staff members to ensure that they are aware of any warnings given out throughout the night

Providing information and monitoring regulations such as:

- quiet hours
- maximum pieces/types of equipment per site
- maximum 2 Vehicles per site
- maximum 6 campers per site
- appropriate generator use
- pets on leash
- valid camping permit
- campfires in the firepits provided
- no natural resources are removed
- kitchen shelters are available to everyone
- no alcohol consumption between 23:00 – 07:00
- no wildlife attractants are left on site

Examples of other duties:

- checking facilities are locked and all vehicles are locked and stored safely
- checking washroom/shower buildings at night during rounds for any unusual activity
- keeping an eye on the Yurt and Otentiks to make sure there is no damage or vandalism (especially on nights when they are not occupied)
- cleaning up any garbage or litter along the sides of the roads, paths, campsites, washrooms, etc
- closing the campground entrance gate to vehicles at 01:00
- helping campers self-register after hours
- checking for valid entry passes
- doing rounds of townsite (including back lanes, businesses, cottages, cabins, and Clear Lake Campground)
- checking Park buildings and infrastructure for signs of illegal entry, theft, vandalism, and/or fire
- responding to building alarms to determine if there was an intrusion
- contacting Park Wardens and/or RCMP, as required

Nightly Routine Example

Time	Action
17:00	Check in with the campground kiosk for an update on any issues or problem sites and ask for an active registration list of campers. Do a tour of the campground and townsite.
At dusk	Lock the beach bathhouse, the Esso bathrooms and the Deep Bay washroom.
22:00-23:00	Do rounds of all campsites and remind them that quiet hours are between 23:00–07:00.
23:00-07:00	Quiet hours and liquor consumption ban in effect

23:00–03:30	Tour around the campground to ensure there are no problems.
24:00-01:00	Go around to all campsites and remind them that all fires and lights must be out by 01:00 (can tell people last log or no more logs on the fire...)
01:00	All fires and major light sources must be extinguished on the campground
01:00	Close the gate to the entrance of the campground
All night	Patrol the campground and townsite to ensure all regulations are being followed
Before 07:00	Unlock the beach bathhouse, the Townsite washroom and the Deep Bay washroom
07:00	Open the gate to the entrance of the campground
08:00	Check in with the kiosk (and duty warden if necessary) to notify them about how the night went and identify any issues that occurred. Complete and send shift reports.

As a general rule it is suggested that security officers should spend approximately 70% of their time in the campground and 30% in the townsite depending on the incidents that occur.