

Security Department Plan of Action

In order to provide better services to the General Public; and also to gain maximum productivity and efficiency, the department aims to fulfill the following.

1. **Replacement of Security Guard Booths on all Premises** – The department aim is to replace all Guard booths within the Council due to deteriorating conditions. With the replacement of these booths, it will create a more livable and comfortable booth for Security Personnel to conduct their assigned duties. The department is requesting that these booths be built more spacious to accommodate proper working utilities and Security Officers.
2. **Proper Perimeters and lighting at the 4½ mls. Western Highway Compound** – It is of most need that proper perimeters and proper lighting be installed at the 4½ mls Western Highway Compound immediately. This will assist Security Officers to conduct their assigned duties more efficiently and at the same time secure the council's property.
3. **Proper Caging of the Municipal Court** – The department has found it necessary that the Municipal Court be caged. By caging the entire Municipal Court it will minimize break-ins at the court that causes lost of Council's property. This will also assist Security Officers with their assigned duties. Estimates for caging of the court has already been received from Mr. Raymond Sheppard, Small Business and Tourism Officer.
4. **Training Sessions** – Please be informed that the department plans to hold training sessions for Security Officers.
 - a. **Security Guard Training** – This training will help Security officers with techniques in how to care for equipment, Search techniques, Observations techniques, Public Relations techniques and Voice Procedures techniques.
 - b. **Range Training- Theory of Small Arms**

Once training has been received and completed, Security Officers will work more diligently and effectively and provide better services to the public in a more professional manner.

5. **Suitable vehicle to conduct Security and Escort Duties** – Presently, the Security Department has been conducting Security and escort duties without an assigned vehicle. This affects the department greatly. A vehicle is needed on a daily basis to transport Security Personnel to the different work stations within the Council. We stress that our main concern is Escort duties at the end of each work day. The department hereby requests that a vehicle be assigned to conduct these duties efficiently.
6. **Full Insurance Coverage for Escort Duties Personnel** – The department strives to

Implement full insurance coverage for personnel conducting escort duties. This insurance is a Personal Life Insurance that will cover the lives of these people in case of any emergency or mishap. Also to reserve a Money Insurance that will safeguard all Revenues collected by the Belize City Council.

7. **Bicycle Racks on City Council Premises** – It is very important that bicycle racks be provided to accommodate customers to safe guard their bicycles when visiting and conducting business at any of the City Council Offices. Please note that the Council is in most need to install racks at the Traffic Department, 4 ½ mls Western Highway Compound. This will also assist employees as well in safe guarding the Bicycles.
8. **Full Installation of CB Base Radios on all City Council Premises** – The department has embarked in the installation of CB Base radios on City Council compounds. To date, the department has installed one (1) base radio at the 4½ mls. Western Highway compound. It aims to complete full installation of radios on all compounds within the City Council.

The installation of CB Base Radios within the Council will help to minimize held radios being misplaced or lost. This will in fact help with the circulation of handheld radios presently in owned across the Council. These radios will be assigned to personnel that we believe may utilize the radios that will create more efficient communication with other personnel at other departments at the Council.

9. **Full Installation of Surveillance Cameras** – The department aims to install surveillance cameras on all premises. This will contribute and assist with proper Security Procedures already set in place within the Council. Firstly, its main aim is to install cameras at: City Hall- Mayor's Office, Customer Care, Cashier Section, and the Traffic Department.

The main purpose of these installations is to increase surveillance around our premises; these cameras will be monitored and it will assist in any suspicious act that has occurred or may occur. At the same time it may help to scrutinize any suspicious activities that have occurred or can occur. This will lead in informing the mobilization of staff members and informing the proper authorities that will need respond immediately.