

**STAFF OPERATIONS****ADMINISTRATION****Security Functions**

Functions: Provide security services for the Golden Rain Foundation.

1. Provide reasonable access control at each of the community's gates.
2. Patrol community on an intermittent basis; check community facilities, perimeter walls and pedestrian gates. Observe and report findings to public safety agencies, as needed.
3. Assist residents and others, upon request, with information and assistance related to security, or refer them to the proper office or authority.
4. Assist governmental agencies (city, county, state, and federal) in their authorized duties within Leisure World, Seal Beach.
5. Register and issue resident decals for vehicles, golf carts, bicycles and mobility scooters in accordance with Foundation policy.
6. Provide reasonable access control by checking visitor and service passes and pick-up expired passes.
7. Security shall enforce Foundation and Mutual policies through traffic enforcement, radar enforcement and community education. Security shall report to Mutual Boards in accordance with the policies.
8. Report monthly on activities to department head.
9. Pick up, count and deliver to the Director of Finance the laundry room coin receipts from laundry rooms on a monthly schedule.
10. Review security video camera footage for suspicious activity.
11. Process and input quest admission requests received from residents.
12. Provide after-hour dispatch and response for maintenance-related calls for service.
13. Provide reservation and dispatch services for the Foundation's Access Mini-Bus and Sunday Church Mini-Bus.

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14. Respond to Lifeline calls for service in the community, report findings, and coordinate repairs with on-site Lifeline volunteer group.
15. Respond to animal-related calls for service and assist the animal control department, as needed.
16. Coordinate with the contract custodial services company to address the cleanup of biohazards, physical hazards and dead animals.
17. Receive requests from residents' family and friends to conduct welfare checks, respond with public safety agencies, and provide findings to family and friends.
18. Process requests for entry by bail bond agents and repossession companies.
19. Respond and assist residents in stalled elevator emergencies.
20. Provide legal document delivery service for the Foundation's departments.
21. Generate reports on incidents that occur on Foundation or Mutual properties.
22. Respond to large scale disasters and emergencies in accordance with the Foundation's Emergency Preparedness Manual.
23. Assume any other related security service assigned by the Executive Director or adopted by the Board of Directors.

#### **Policy:**

Adopted: 19 Aug 1980  
Amended: 29 May 2014

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FOUNDATION  
Seal Beach, California**

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