

FLEET OPERATIONS

Chapter 16a - Position Descriptions Shipboard - Deck

16a.05 Security Officer

BASIC FUNCTION: The Security Officer's primary responsibility shall be implementing the ship's security policies. The Security Officer's main duty hours shall be during the day or as directed by the Staff Captain. However the Security Officer's hours must remain flexible enough to deal with any unforeseen circumstances.

QUALIFICATIONS:

The Security Officer's background should be from a maritime environment with shipboard experience. He should have a professional education in shipboard security methods both physical and documentary with special emphasis on disciplinary measures, drug abuse and narcotic trafficking, interview techniques and anti-terrorist countermeasures. Additionally, he should have practical experience in fire fighting, damage control and accident prevention methods. He should possess good communication skills, both verbal and written.

It would also be an advantage for this position to have a basic knowledge or awareness of minor criminal activity. Managerial and organizational skills combined with a basic knowledge of computers are important for this position.

RESPONSIBILITIES:

The Security Officer shall have an understanding of the Safety and Quality Management Program including his responsibilities in the Safety Organization according to the Emergency Plan and Station Bill. An excellent understanding of the Master's rules and regulations and the company's policy and a thorough knowledge of the Security manual is essential for this position.

The Security Officer is responsible to train assigned personnel in gangway duties and general ship board security.

The Security Officer shall participate in maintaining good order and conduct, throughout the vessel always. When directed, he shall assist other ship officers in fire fighting and life saving training, and maintenance of the related equipment.

The Security Supervisor shall produce a monthly watch schedule for the Security Guards for approval by the Security Officer.

The ship's key system shall be administrated by the Security Officer, who shall report any problems to the Staff Captain. He is responsible for the operation and routine maintenance of all security devices and the training of personnel in the use of such equipment. Any malfunctions shall be reported to the Staff Captain.

The Security Officer shall conduct frequent security inspections in the crew quarters.

He shall in cooperation with the Safety Officer, be on call to assist the Security Supervisor where necessary. He shall monitor the night security and prepare a brief report to the Staff Captain's attention.

He shall be involved in the implementation and improvement of the accident prevention and environmental protection programs in cooperation with the Safety Officer and the Environmental Officer.

In cooperation with other department heads/Group Leaders and supervisors, he shall arrange for lectures related to alcohol and drugs abuse.

There shall always be good cooperation and handover between the Safety Officer and Security Officer regarding incidents, follow-ups of security cases and gangway operations.

The Security Officer should make observations and bring any suggestions for improvement to the Staff Captain's attention.