

12 FAH-8 Appendix II RESIDENTIAL SECURITY COORDINATOR (RSC)

(TL:RSP-01; 11-01-2001)

12 FAH-8 Appendix II-1 RSC POSITION DESCRIPTION ELEMENTS

(TL:RSP-01; 11-01-2001)

The items listed below comprise a sample basic position description for the residential security coordinator (RSC) position. It should be amended and/or supplemented based upon a post's specific residential security needs and environment. A RSC:

- (1) Develops and maintains an understanding of all Department residential security standards and post specific residential security requirements;
- (2) Uses Department standards and post-specific requirements to develop the post's residential security checklist(s);
- (3) Uses the residential security checklist(s) to conduct security surveys on existing and prospective mission residences documenting security deficiencies;
- (4) Makes recommendations (including cost estimates) on security enhancements that would ensure that a prospective residence meets residential security standards;
- (5) Coordinates the acquisition of residential security equipment with RSO and/or PSO and others, as needed;
- (6) Coordinates the installation of post-funded security equipment with the General Services Office (GSO) and other sections, as appropriate;
- (7) Provides guidance to installers and inspects completed installations to ensure that work has been completed according to instructions and systems are operational;
- (8) Provides employees and their eligible family members with information on the reasons for the residential security enhancement as well as a briefing and/or orientation on the operation of the installed residential security equipment;

(9) Assists the RSO and/or PSO in collection and preparation of information needed for the residential security program budget;

(10) Monitors residential security equipment inventories and coordinates the purchase of supplies and replacement of equipment with post procurement in a timely manner;

(11) Ensures that residential security equipment is removed when residential leases are not renewed;

(12) Monitors arrivals and departures of employees to ensure mobile patrol services are in place or terminated where required;

(13) Ensures that all residences have been surveyed within the last five years or as needed (i.e., due to change in security environment threat list (SETL) rating, etc.) and that survey data for each residence as well as other security related information regarding individual residences is maintained in appropriate files; and

(14) Performs other tasks as required by the RSO and/or PSO to ensure conformance to standards and the efficient cost-effective operation of the RSP.