

(manual section is applicable for above companies)

HUMAN RESOURCES
Chapter 8 - .04 Deck

Revision 156 : April/25/2019

8.04.22 Security Guard

Position Description

Position Title: Security Guard	
	Effective Date: 6/29/07

POSITION SUMMARY

The Security Guard is responsible for the control of entry to the ship during Gangway Operations and the screening process as described in the Security Manual in SQM. Actual times to be detailed by ships routines.

The Security Guard will patrol the ship during the night time hours and implement the Master's Rules and Regulations. He/she is under the supervision of the Watch keeping Officer while acting as a Response Guard or while on the ship's safety rounds. The Chief Officer Safety and/or Security Officer/Deputy Security Officer and Security Supervisor will be on call to assist him/her should an occasion arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All duties and responsibilities are to be performed in accordance with Royal Caribbean International's The Royal Way, SQM standards, USPH guidelines, environmental, and safety policies.

Each shipboard employee may be required to perform all functions in various service venues and throughout the ship.

1. In accordance with Royal Caribbean International's philosophy of *Anchored in Excellence*, each employee conducts oneself in a professional and courteous manner at all times. This consists of physical and verbal interactions with guests or fellow shipboard employees and/or in the presence of guest contact and crew areas.
2. He/She shall complete the familiarization form of Chapter 2 according to the established procedures.

3. The Security Guard shall have an understanding of the Safety and Quality Management Program including responsibilities related 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 are essential for this position.
4. The Security Guards working hours should be adjusted as appropriate to the ship's routine. He/She shall monitor the day/night security and prepare a log of activities during the night time hours for presentation to the Security Officer. The Security Officer will produce a Night Report from this log for presentation to prescribed ship's management.
5. The Security Guard shall be familiar with all duties regarding the safety rounds and the gangway security. (See Security Manual for specific instructions.)
6. The Security Supervisor shall, through his/her observations, preserve the safety of the vessel, passengers, and the crew.
7. During Safety Rounds the Security Guard shall always be alert and follow the designated procedures. He/She may be the first person to arrive at the scene of an incident or a fire, and will have to assess a situation and act accordingly until help arrives.
8. The situation will dictate any action taken by the Security Guard. In the case of a fire alarm, the Security Guard will respond immediately to the location of the alarm. He/She will then be responsible for making quick decisions based on previous instructions and experience.
9. The Security Guard shall immediately inform the Duty Officer on the Bridge and any other concerned Officer of any incident which has occurred.
10. The Security Guard shall always be alert to take emergency action with any situation. The Security Guard shall be familiar on the use and the location of all safety related equipment as outlined on the familiarization form of Chapter 2.
11. If an "Alpha Alpha Alpha" occurs, the Security Guard shall follow the established procedures as described in the appendices.
12. The Security Guard is otherwise instructed to be an additional spotter around the vessel for any type of problems, being passenger, crew or ship related. The Security Guard shall report immediately any unusual incidents or situations. He/She shall also report if any abuse of ship's property or abuse of Shipboard regulations takes place.
13. He/She shall be familiar with the procedures of solving passenger complaints.
14. Security Guards shall conduct frequent security inspections on the crew quarters during his/her duty hours.
15. The Security Guards shall attend meetings, training activities, courses and all other work-related activities as required. Perform related duties as required.
16. This position description in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position.

Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management.

QUALIFICATIONS

Minimum hiring, language and physical requirements to perform the job.

Hiring Requirements:

- Candidates are required to have four (4) years experience in at least one of the following areas; Army/Maritime/Aviation/Police or Hotel Security environment. The Security Guard should have experience in physical security with special emphasis on access control, security screening methods, security screening equipment operation and training ability (x-ray, metal detector, explosives/narcotics detection).
- The Security Guard must have the ability to operate in a multinational environment.
- Organizational skills combined with literacy and basic knowledge of computers is preferred for this position.
- He will hold the STCW 95 required Basic Safety Training. They will be thoroughly versed in, and familiar with, the operation and handling of all related security screening and emergency equipment used on board the ship.
- He should have prior knowledge of the ISPS code.

Internal Candidate Requirements:

In addition to the stated hiring requirements, internal candidates are required to fulfill the following:

- Completion of one contract with a performance rating of satisfactory or above.

Language Requirements:

- Ability to speak English clearly, distinctly and cordially with guests.
- Ability to read and write English in order to understand and interpret written procedures. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from guests, supervisors and co-workers.
- Ability to speak additional languages such as Spanish, French, Italian, Portuguese, German or any other language is preferred.

Physical Requirements:

- While performing the duties of this job, the shipboard employee is regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must occasionally/frequently/continually lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- All shipboard employees must be physically able to participate in emergency life saving procedures and drills. Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats. Ability to lift and/or move up to 50 pounds.