

SECURITY COORDINATOR

The OZS Security Coordinator shall be responsible for coordinating the security of Ohavay Zion Synagogue, its members, guests, employees, and students, and the building and contents.

1. **Appointment.**

- a) The Security Coordinator shall normally be one of the Vice Presidents, but may be, upon approval of the board, any other officer or member of the Board of Directors.
- b) The President shall be responsible for nominating the Security Coordinator for approval by the Board of Directors, by majority vote, at a regular or special meeting.
- c) The Security Coordinator shall serve for the duration of his/her term as officer or member of the Board of Directors, or until such time, upon recommendation of the President and approval of the Board of Directors, he/she is replaced.

2) **Responsibilities**

- a) The Security Coordinator shall work closely in carrying out the responsibilities listed below with the President, officers, members of the Board of Directors, any Security Committee that might be appointed by the board, any security or legal advisors designated by the President or Board, the Rabbi, the Directors of the Religious School and the Gan Shalom Pre-school, and other employees of the congregation.
- b) While maintaining overall coordination of all security issues, the Security Coordinator may, upon consultation with the President, delegate any or all of the responsibilities listed below to other officers, members of the Board of Directors, members of the Congregation, or employees.
- c) The specific responsibilities of the Security Coordinator shall include, but not be limited to, the following:
 - 1) Determine the physical and personnel security needs of OZS.
 - 2) Coordinate the installation and maintenance of physical and electronic security needs, including the soliciting of bids for construction, implementation, and maintenance, and preparing proposals as required to be presented to the President for approval by the board.
 - 3) Establish and maintain procedures to be implemented in the event of emergencies.
 - 4) Establish and maintain procedures for access to the building, including the distribution and regulation of keys, electronic and physical.
 - 5) Establish and maintain procedures for security of OZS computers and data.
 - 6) Coordinate (including appointment, training, and scheduling) a volunteer security team (ushers) for the security of OZS religious and social events, including, but not limited to the High Holy Days.
 - 7) Ensure that continuing security needs such as alarms, detectors, insurance, and the like are monitored and revised as necessary, coordinating with any external companies contracted for this purpose
 - 8) Coordinate with local, state, and federal security and law enforcement agencies regarding both short- and long-term issues and needs.
- d) The Security Coordinator shall make regular reports to the Board of Directors on the

state of security at OZS and any projects undertaken to maintain or improve security.

Approved by the Board 5/8/2018