



Santa Clara University Campus Safety	Policy Manual
Reporting for Duty	Effective Date: 10/15/2023

Purpose:

Campus Safety Services is a 24- hour operation, 7 days a week, 365 days of the year. Employees being at work and on time is essential in providing the kind of service we have become known for. The purpose of this policy is to provide guidelines for reporting for duty.

Policy:

It is the policy of Campus Safety Services that employees show up to work, be on time, and ready to work. Employees are responsible for notifying their respective supervisor(s) if they anticipate missing or being late to a scheduled shift.

Reporting for Duty:

Supervisors and Staff Members will be dressed in the uniform of the day, equipped with their radio and any other necessary equipment, and in briefing at the start of their shift. Shifts begin at either 6 am or 6 pm. Any member not in briefing or in the uniform of the day shall be considered late.