

MAD RIVER CLUB
SECURITY PATROL
OPERATIONS GUIDE

June 1, 2002

PURPOSE

To define the operation of the Mad River Club Security Patrol.

SCOPE

Provide guidance for conducting the Security Patrol's function including:

- Interfacing with Club Members
- Interfacing with Club Family and Guests
- Interfacing with Non-Club Members
- General Rules of Conduct for Security Patrol Members

RESPONSIBILITIES

All Club Members have a responsibility for Club Security, they should support the Security Patrol and provide assistance through the following actions:

- Members using Non-Member vehicles must ID vehicle with info on dash or inside window.

- Wearing/carrying of membership identification
- Ensuring membership identification (sticker/decal) on all vehicles (car, truck, snowmobiles, atvs, etc.) brought on Club lands

- Providing family members with identification that includes:

- Members' Name

- Members' Badge Number

- Maintain control and supervisor or guests, guests should be in the near proximity of sponsor member

- Notify Security Patrol or Club Officer of security violations:

- Gates left OPEN

- Gate locks missing or damaged

- Destruction or vandalism to Club property or lands

- Flagrant and willful trespassing (obtain as much info as possible concerning violators, license plate, name, etc.)

The Security Patrol is responsible for providing a maximum effort to prevent intrusion on Club lands, these efforts include:

- Roving Patrol of Club lands and property
- Gate check of personnel entering Club lands
- Gathering and providing data to Officers and Membership of people trespassing onto Club lands for further action by Club
- Providing a positive showing and determination to non-members that Club land integrity will be maintained
- Report any gate or lock damage to Club president for further action or repair by the appropriate committee
- Report any road or land hazard to Roads Chairman for his further action
- Presenting a positive representation of Club to non-members

PROCEDURE

The following outlines the operation of the Security Patrol, **HOWEVER**, the outline is only a guide and is not all inclusive **COMMON SENSE** and **RESPONSIBLE JUDGEMENT** are the primary rules governing the Security Patrol Operation.

PATROL SCHEDULE

All members of the Security Patrol will perform both roving and gate patrols as they can. Most members of the patrol work shifts that will provide for a variety of time and day coverage. If possible members are asked to make an extra effort to cover gates and roads on weekends, probable time for the casual trespasser.

PATROL TEAMS

The Security patrol should operate, if at all possible, in teams of two members. Each member will have a list of Club Membership, material to record information concerning trespassers, and club membership applications (to provide to interested non-member). Patrol members should always be courteous when dealing with any person encountered (member or non-member). In addition to providing security the patrol members should also be part of the Club's Public relations entity, providing non-members with a positive image of the Club and membership benefits. Patrol members should remind members encountered of their responsibility to assist in ensuring the Club lands exclusively for the membership.

INTERFACING WITH CLUB MEMBERS

Club members will be asked to identify themselves by name and membership card/button, this is checked against the membership list. Club member will be reminded that this minor inconvenience is for **THEIR** benefit. Members will also be reminded that their vehicles must contain/display membership identification.

INTERFACING WITH CLUB MEMBER FAMILY

Club member family members will be asked to identify themselves and their Club member by name and badge number. This is checked against the membership list. They will be reminded that all vehicles must contain/display membership identification.

INTERFACING WITH CLUB MEMBER GUESTS

Club member guest (when encountered unescorted) will be asked to identify themselves and their sponsor, guest should have a guest badge, the badge number is checked against the membership list. Club member should be reminded that guest is his responsibility and should be in his near proximity when on club lands.

INTERFACING WITH NON-MEMBERS

Non-members attempting to enter club lands will be courteously informed that access to Club lands are restricted to Members and guests only. Information concerning the Club including membership application form maybe provided at the description of the Patrol Member.

Non-members encountered on Club lands will be courteously informed that they are trespassing on posted land and asked to leave. The Patrol member should obtain as much information about the trespasser as possible:

Name

Address

Phone

Make, Model, Year of vehicle

License Plate of vehicle

Any other information that may seem pertinent at time:

How access to Club lands obtained?

Were posted signs visible?

Etc.

Patrol members **WILL NOT** become aggressive or belligerent, but will collect as much data as possible concerning trespasser for further use by Club membership.

Unauthorized possession and use of Club Keys. Keys are to be confiscated or violation reported immediately to the Security Chairman.

PATROL REPORTS

Whenever possible Scheduled Patrols are to be coordinated with the Security Chairman

At the end of each patrol session, a report should be forwarded to the chairman of the Security Patrol providing the following information:

Date & Time patrol was conducted

Location (Gate or Roving patrol)

Patrol team members

Number of member met

Number of non-members encountered and circumstances:

 Attempting to enter Club lands

 On Club lands

Data that was gathered on non-members

Any other information that Patrol member feels may be of importance to Club membership

THESE RULES ARE IN ADDITION TO THE CLUB RULE BOOK AND BY-LAWS. THESE PROCEDURES DO NOT SUPERSEDE, BUT ARE IN CONJUNCTION WITH ALL CLUB RULES AND REGULATIONS.

The above Mad River Club Security Patrol Operations Guide was reapproved by the Board of Directors at the Special Directors Meeting on June 1, 2002.

President

Secretary

The above Mad River Security Patrol Operations Guide was reapproved by the Members of the Mad River Club, Inc at a Special Call/Regular Members Meeting on August 9, 2002.

President

Secretary