

CAMPUS / FACILITY WATCH STANDING ORDERS
&
WATCHSTANDING POLICY

1. Follow all instructions outlined in the Student Handout and Regulations Governing the Corps of Cadets unless superseded by the following. Follow all Night Orders and posted signs at the watch stations. All watch personnel must read and initial their understanding of the Standing Orders and the Night Orders.
2. THE CAMPUS DUTY OFFICER (CDO) IS THE SENIOR WATCHSTANDER ONBOARD THE CAMPUS. WITHIN THE CAMPUS IS ALSO THE MARITIME FACILITY. THE CDO UNDER THE GUIDANCE OF THE COMMANDANT OF CADETS AND OTHER LEADERSHIP DEVELOPMENT DEPARTMENT PERSONNEL IS HELD RESPONSIBLE FOR CONFORMANCE TO THE FOLLOWING ORDER. **The CDO is a 24-hour watch who must remain on the campus or at night on the T.S. GOLDEN BEAR, if not residing on campus, from approximately 1630 to 0730 and from 1630 Friday to 0730 Monday on weekends. Both the offgoing and oncoming CDO's meet with the Asst Comdt at 0730 for watch relief. After 1630, the CDO must be either making a round or in the Corps office until 2400 nightly. After that, the CDO will be on call. (Note: The CDO must provide the Night Mate and Campus Security with contact information prior to securing the watch at 2400.)**
3. The CDO will be a First Class Cadet from all academic majors and is responsible for all campus watch personnel including the Assistant Campus Duty Officer, Facility Supervisor and Facility Entrance Watch. The functions of the CDO and Master at Arms (MAA) are combined for Friday, Saturday and Sunday watches only. On week days (Monday through Thursday), the MAA is a paid Student position for the evening meal. The CDO must ensure conformance to these orders, Night Orders, and posted signs. The CDO is responsible to look after all campus property to ensure it is not vandalized, stolen, or destroyed. The CDO is to ensure hourly rounds of the campus and maritime facility. When not making a round, the CDO will be stationed in the Corps office. Either the CDO or ACDO shall be in the Corps Office during scheduled watch periods. The CDO should not hesitate to call someone for advice if faced with any non-routine matter. If an emergency exists, contact Campus Security at (707) 654-1176 or (707) 654-1111.
4. Additionally, the CDO's duties and responsibilities include:
 - (a) Ensure periodic rounds of campus and maritime facility property are completed, including the facility entrance, residence halls, gymnasium, and student center;
 - (b) Attend all events, such as sporting events, lecture series, etc., after class hours to ensure all Rules and Regulations of the Corps are enforced;
 - (c) Ensure cadets attending night classes are in the uniform of the day;
 - (d) Train the watch sections;
 - (e) Complete all log entries;
 - (f) Post all watchstanders;
 - (g) Ensure timely meal reliefs for all watch personnel;
 - (h) Ensure the Facility Entrance House is cleaned by the 1800-2000 Facility Watch;

- (i) Contact the Security Office prior to 1630 to determine if there are any special events on campus;
 - (j) Assist Campus Security during special events, as required;
 - (k) Carry out the Standing Orders and Night Orders and watch routines;
 - (l) Ensure all Rules and Regulations of the Corps are enforced;
 - (m) Submit report sheets for anyone violating conduct regulations while on watch; and
 - (n) Report to the Asst. Commandant of Cadets at 0730 for watch relief.
5. As MAA, the CDO is expected to be at the Dining Facility beginning at 1000 on Weekends (Friday through Sunday). The MAA duties and responsibilities will end at 1930 unless directed otherwise by the daily Facility Manager. The MAA's duties and responsibilities include:
- (a) Report to the dining facility 30 minutes prior to every meal (lunch, dinner, and breakfast);
 - (b) Ensure the uniform of the day, with appropriate footwear, is allowed in dining facility during meal hours, with the following exceptions:
 - (1) Cadets on watch from 0400 to 0800 or 1600-2000 may eat in the appropriate watch uniform.
 - (2) On Friday night meals and weekends, all cadets other than watch personnel may wear appropriate civilian clothing.
 - (3) Athletes: Members of intercollegiate sports teams or official athletic classes may eat in their athletic clothing under the following circumstances:
 - (a) The game, official team practice or class let out too late to allow time for the cadets to shower and change into the uniform of the day.
 - (b) The cadet must be listed on the official team roster or class list.
 - (c) The athletes may not enter the dining facility prior to 1830.
 - (d) The athletic clothing must meet the criteria for appropriate civilian clothing in the dining facility.
 - (e) Athletes will not be allowed to enter the Dining Facility with "muddy" clothing or foot wear.
 - (f) There must have been an official team practice or class on the day in which they are seeking this allowance.
 - (g) Cadets who are working out or practicing on their own may not take advantage of this privilege at any time.
 - (4) You are never allowed to physically eject an individual from the mess deck.
 - (5) Do not allow any food, plates, trays, glasses, utensils or other mess deck items to be removed from the mess deck.
6. The Assistant Campus Duty Officer (ACDO) will be a Second Class Cadet from all academic majors and will supervise the Facility Supervisor and Facility Entrance Watch. The ACDO will be a 4-hour watch from 1630 to 2400 on Weekdays and from 1630 Friday to 2400 on Sunday. All ACDO watches will secure at 2400 nightly. The ACDO must ensure conformance to these orders, Night Orders, and posted signs. With the CDO, the ACDO is responsible to look after all campus and maritime facility property to ensure it is not vandalized, stolen, or destroyed. The CDO and ACDO are to make hourly rounds of the campus and maritime facility. When not making a campus round, the ACDO will be stationed in the Corps office. The ACDO or CDO shall be in the Corps Office during

scheduled watch periods. The ACDO should not hesitate to call someone for advice if faced with any non-routine matter. If an emergency exists, contact Campus Security at (707) 654-1176 or (707) 654-1111. The ACDO's duties and responsibilities include:

- (a) Assist the Campus Duty Officer, as directed;
 - (b) Ensure periodic rounds of campus and maritime facility property are completed, including the facility entrance, residence halls, gymnasium, and student center;
 - (c) Ensure cadets attending night classes are in the uniform of the day;
 - (d) Attend all events, such as sporting events, lecture series, etc., after class hours to ensure all Rules and Regulations of the Corps are enforced;
 - (e) Attend the relief of the Facility Entrance Watch and ensure the Watch Accountability Sheet is signed by the Front Entrance watch standers;
 - (f) Remain on call and available during the entire watch;
 - (g) When not making a round, maintain a watch in the Corps of Cadets Office;
 - (h) Train the watch sections; and
 - (i) Submit report sheets for all those violating conduct regulations while on watch.
7. The Facility Supervisor will be a Third Class Cadet from all majors and will supervise and train the Facility Entrance Watch. The Facility Supervisor will be a 4-hour watch from 1745 to 2400 on Weekdays and from 0800 to 2400 on Weekends. The Facility Supervisor will report to the Facility Entrance for duty. The Facility Supervisor must ensure conformance to these orders, Night Orders, and posted signs. The Facility Supervisor's duties and responsibilities include:
- (a) Maintain the watch logbook and Visitor's Log;
 - (b) Open and close the facility entrance after proper identification of all traffic;
 - (c) Cadets, faculty and staff are to use their Port Passes to gain access to the campus. The Facility Watch is prohibited from "clicking" the gate open to allow passage;
 - (d) Ensure a member of the watch is always stationed at the card entry position;
 - (e) Ensure a positive first impression is realized by all visitors upon entering the campus;
 - (f) Ensure visitors are provided with driving directions, recruiting materials, etc. as requested;
 - (g) Ensure access control to the campus and maritime facility; and
 - (h) Submit report sheets for all those violating conduct regulations while on watch.
8. The Facility Entrance Watch will be a Fourth Class Cadet from all majors. The Facility Entrance Watch will be a 4-hour watch from 1745 to 2400 on Weekdays and from 0800 to 2400 on Weekends. The Facility Entrance Watch will report to the Facility Entrance for duty. The Facility Entrance Watch must ensure conformance to these orders, night orders, and posted signs. The Facility Entrance Watch's duties and responsibilities include:
- (a) Ensure a positive first impression is realized by all visitors upon entering the campus;
 - (b) Obtain proper identification for entrance onto the campus;
 - (c) Ensure cleanliness of the guardhouse;
 - (d) Ensure visitors are provided with driving directions, recruiting materials, etc. as requested; and

- (e) Ensure access control to the campus.
9. **Phones & Radios:** The phones at all posts are for official use only. They are never to be used for personal calls by watch personnel. This applies to both incoming, as well as, outgoing calls. Except in an emergency, there should never be a time when the phone is not available for use at the Corps office or Facility Entrance. Watch personnel will be held accountable for any misuse of the phone.
10. **Other Instructions While on Duty:**
- (a) While performing their duties, watch standers must not take unnecessary risk. In times of danger, he or she must call for immediate assistance and remain alert.
 - (b) Do not stand or allow others to stand in the path of vehicles or the sliding gate.
 - (c) After 2300, access will be restricted to the students, staff, U.S. Coast Guard personnel, and on-campus residents. Samples of permits and identification media are available in the gatehouse. Any visitor seeking entry after 2300 must be pre-announced by an authorized on-campus resident.
 - (d) **Campus Emergencies:**
 - (1) **Local Emergency Response Vehicles:** Immediate access will be given to the Vallejo Fire Department, Police, and Emergency Medical Units responding to the campus with emergency flashers of sirens activated. Any emergency response will be reported to Campus Security immediately.
 - (2) **Police Personnel:** Access will be given to local law enforcement vehicles conducting routine patrols on campus. Police will be reported to Campus Security immediately.
 - (3) **If called by Campus Security to be informed of incoming response that the Coast Guard is delivery a person or vessel to the boat basin, the Night Mate is to be called immediately.**
 - (e) When approaching and confronting any situation with any student, employee or visitor, all persons will be treated with respect and in a businesslike manner. Request Campus Security assistance with any hostile or abusive person.
 - (f) Report any suspicious activity you hear or observe on Country Lane, the cross street adjacent to the gatehouse, to Campus Security.
 - (g) **Routine Facility Entrance Access Procedures:**
 - (1) Faculty, Staff and students should have a valid port pass which serve as a “swipe card” for use in the card reader at the gate. They should also display a valid parking permit on their vehicle. Authorized members of the community will use their swipe card as verification of the authority to enter. Occasionally, some cards may not allow access because of administrative errors or the user has an invalid card. If it fails to work, the Facility Entrance Watch will ask to see the port pass to make positive identification of the owner and advise them to see the IS Department.

- (2) The Facility Entrance Watch cadet will allow entry to authorized persons as outlined below when a vehicle or person approaches the gate and comes to a complete stop:
- (i) Make a visual inspection of the front of the vehicle for a valid parking permit. The permit should be suspended from the rear view mirror or affixed to the lower driver's side of the windshield.
 - (ii) If the vehicle operator cannot gain access with a swipe card, cautiously approach the driver of the vehicle and ask, "May I help you, sir or ma'am?" At this point, the person should state their reason for access.
 - (iii) Complete an entry on the visitor's log (refer to sample log). Ask for a valid form of identification. A visitor log entry is not required for the following persons:
 - (1) Coast Guard personnel with appropriate military identification from the local Coast Guard Station.
 - (2) Law enforcement officers on routine patrol or responding to a call for service, in police patrol vehicles.
 - (3) Emergency response units.
 - (iv) Inform visitors that parking is permitted in Lot A or B from 1800 until 0700, during weekends and holidays without a fee. Vehicles remaining on campus in Lots A and B are required to display a valid parking permit after 0700 during normal school days (Monday through Friday). Visitors are not permitted to park in Lot H. The exception is a vehicle displaying a valid *Disabled Person's* parking permit. Vehicles parked in all other lots must display a valid parking permit. Signs are posted at the beginning of each lot.
 - (v) Any student or employees requesting access and not in possession of a port pass will be logged in. They may contact the Information Technology Office (located in the classroom building), during normal school hours to be issued a new port pass.
 - (vi) Request assistance from Campus Security in any case not covered by these instructions.
- (h) Daily newspapers arrive at Facility Entrance in the early morning hours. Watch personnel should secure them and notify Campus Security immediately of their arrival. Campus Security will deliver the papers to the appropriate residences.
- (i) Campus buildings closing schedule is:
- (1) Main Gate – Open 24-hours a day;
 - (2) Dining facility – Open 0630-1900 weekdays and 1030-1900 weekends;
 - (3) Residence halls - Open 24 hours a day;
 - (4) Gymnasium – Open 0500-2300 weekday and 0900-2300 weekends;
 - (5) Student Center - Open 24 hours a day using card swipe on the door by the Health Center or north side;
 - (6) Computer lab in Class Room building - Open 24 hours a day;

- (7) Library – Open 0800–2200 Monday to Thursday; 0800-1630 Friday; 1030-1630 Saturday ; and 1600-2200 Sunday;
- (8) CEL – Open 0600-0000 weekdays and 1000-0000 weekends.

11. Taking Action and Displaying Proper Initiative: IF YOU ARE IN DOUBT OR UNSURE OF A WATCH EVENT, AT ANY TIME DURING A WATCH, YOU SHOULD TAKE THE PROPER ACTION TO CONTACT SOMEONE FOR ASSISTANCE AND/OR CLARIFICATION. Faced with a situation making you uncomfortable, you should always seek proper assistance from other available cadets and Campus Security personnel on duty. Radios, telephones and other means of communication will be available at all times and shall be utilized. This watch is in place to serve the CMA community and to assist Campus Security. It is not the intention of the CMA Administration to use this watch in place of CMA Security. When in doubt, contact them for resolution to all issues. CONTACT THE CAMPUS DUTY OFFICER AND CMA SECURITY IF IN DOUBT OR AS A MATTER OF COURTESY. YOU WILL NOT BE REPRIMANDED FOR CALLING.

MAKE IT A HABIT TO SCAN NIGHT ORDER BOOK FOR PAST NIGHTLY ORDERS THAT ARE STILL APPLICABLE BUT NOT ITEMIZED IN THE STANDING ORDER BOOK.

If the Campus Duty Officer has a concern or wishes to pass information up the chain of command, then he/she will contact either the Assistant Commandant of Cadets, Mr. Kazek or the Commandant of Cadets, Ms. Yount, or the VPMP, Captain Kever (Contact number will be provided in separate correspondence). In an emergency, if persons in the normal chain of command cannot be contacted, contact local emergency personnel, Campus Security, and then the next highest level in the chain.



Approved by: J. L. Yount
Commandant of Cadets