PROCEDURE NO. 7036

TITLE: SECURITY

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

I. Purpose:

To provide information and direction concerning the operation of campus security

II. Procedure:

A. Security will provide for:
   1. Security of personnel
   2. Security of buildings and their contents
   3. Enforcement of rules and regulations
   4. Control of traffic
   5. Inspection of buildings
   6. Detection of fire hazards
   7. Detection of other safety hazards
   8. Security for period of registration and bookstore sales

B. To contact a security guard: :

   1. From 7 a.m. to 4 p.m., dial 7148 or dial the operator (0) and request a guard
   2. After 4 p.m. or for an emergency dial 9-453-0806 or pager 9-991-0600. If security cannot be reached, dial 9-911.

   Give the person contacted the following information: your name, the building in which you are located, the room number, and the nature of the emergency.
C. The duties of the campus security will be to:

1. Fill out a report on all unusual events on each shift. Report to be signed by guard(s) on each shift.

2. Patrol campus on foot and by using vehicles provided by the college.

3. Check doors and locks and unlock them as directed by the director, physical plant operations and maintenance.

4. Issue parking citations to all improperly parked vehicles.

5. Process parking citations.

6. Interview all persons involved in a theft.
   a. Report each incident in writing.
   b. Make a verbal report to the director, physical plant operations and maintenance who will notify the police if the victim insists on a police report.

E. The Cashier’s Office will issue parking decals and collect the fees.

**HISTORY: Last Reviewed: 1/31/08**

**Adopted:** 8/15/89  
**Reviewed:** 1/31/05, 1/31/08  
**Revised:** 1/21/02