



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
SE-1.8.01	Security	07/01/2007	

### I. Overview

The Department of Security exists to maintain a safe environment on the Campus. The Department carries out this purpose by the enforcement of applicable State criminal and traffic laws and patrol of College grounds.

The Department of Security is also responsible for enforcement of vehicle parking regulations.

Security is responsible for maintaining the security of all College buildings.

Security is available 24-hours a day for reporting of problems of various natures.

### II. Building Security

Security opens and secures all of the College's buildings on a daily basis. Security should also be contacted if assistance is needed to gain access or securing of a building after normal working hours.

Written authorizations should be given to individuals that need access to offices, labs, and classrooms after hours by the respective faculty or staff member.

### III. Law Enforcement on Campus

All incidents of a criminal nature should be reported to Security. This includes all thefts, property damage, and offenses against a person.

All vehicle accidents that occur on Campus should be reported to Security. This includes accidents in the parking areas.