

ADMINISTRATIVE PROCEDURES

Title:
SECURITY

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PURPOSE

The purpose of this administrative procedure is to illustrate services provided by the Security Department.

PROCEDURE

The Security Department provides security officers for the campuses, other College sites and the District Administrative Offices. When College facilities are in use, security officers will open and secure the facility, as well as provide security for the surrounding College property on a roving basis. Off duty officers and contracted security services may be used to supplement security services at the College.

Security officers will be provided for facility usage purposes for College-related or sponsored events as well as non-College events at College facilities and sites when outside sources are not provided. Cost for non-College related or sponsored events will be included in the facilities usage fees as outlined in administrative procedure 5.001, Use of College Facilities.

In the event of an accident, injury or crime, the Security Department should be contacted to provide an officer to document each incident/complaint utilizing a College Incident Report. After an incident is reported, the Security Officer will notify the appropriate Campus Vice President and his immediate supervisor. Students and staff who observe situations that could result in safety or security problems are encouraged to contact the Security Department. In the event of an emergency, this is particularly important. The Security Department will contact the necessary local authorities when needed.