


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 210.1		
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	Last Revision Date:	11-03-09	
Effective Date:		11-21-01	
Section:	Administration	Subject:	Security of College Property


PURPOSE

Ensure security of college property.

PROCEDURE

1. Responsibilities of College Employees
 - 1.1 Each employee ensures the security of assigned work area(s), classroom(s), and/or equipment.
 - 1.2 Assigned personnel are responsible for the security of buildings and equipment within their areas of responsibility.
 - 1.3 Supervisory personnel will ensure that each member of their area is aware of the necessity for the security of buildings and equipment.
2. Security of Buildings and Equipment
 - 2.1 Upon submission of the Key/Code Request form and approval by the appropriate Vice President, keys/codes will be provided by Campus Police.
 - 2.2 Keys/codes cannot be loaned or otherwise given to unauthorized personnel. Part-time staff keys/codes are issued pursuant to AWC Procedure 210.2.
 - 2.3 Equipment shall not be left unlocked or unattended.
3. Security of Vehicles
 - 3.1 Vehicles, keys, and credit cards will be assigned to individuals with submission of an AWC Travel Request form approved by the appropriate Vice President. (Refer to Travel Procedure)
 - 3.2 All vehicles shall be locked at all times when not occupied.
 - 3.3 Only authorized users are permitted to operate college vehicles.
4. Responsibilities of Campus Police Department
 - 4.1 Campus Police Department is responsible for the security of all College buildings, equipment, and vehicles.
 - 4.2 Campus Police will ensure the security of all buildings and rooms between the hours of 10 p.m. and 7 a.m. Monday through Thursday and all day Friday through Sunday. Access to buildings and classrooms Friday through Sunday is provided by the Campus Police Department. A written request approved by the requestor's appropriate supervisory personnel is required when an individual desires a room opened before 7 a.m. Monday through Thursday or anytime Friday through Sunday.

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5. After Hours Access

Full-time employees wishing access to a building after closing time or on a weekend may request Campus Police to provide access.

5.1 Admission to Non-Assigned Space

When an individual requires access to a non-assigned space, a campus police officer will provide such access, log the particulars of the event, and advise the assigned person of the entry.

5.2 After Hours Use of Facilities

Campus police officers are to log the names of any person(s) using the facilities after normal closing hours, and the circumstances surrounding such use, and advise the Vice President for Administrative Services. Information concerning problem areas will be forwarded by the Vice President for Administrative Services to the appropriate administrator.