

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

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 assist with:

1. Security of personnel, including escort services as requested
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 and fire extinguisher checks
7. Detection of other safety hazards
8. Special events parking and monitoring

B. To contact a security guard:

1. Dial 863-453-0806. If security cannot be reached, dial 911.
2. 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 or request.

C. Campus security will:

1. Fill out a report on all unusual events on each shift. Report to be signed by guard(s) on each shift. Immediately contact emergency services for all health-related emergencies.
2. Patrol campus on foot and by using vehicles provided by the College. Contact appropriate law enforcement agencies for any criminal activity or vehicular accidents.
3. Provide building access control by locking and unlocking entry points as directed by College officials. Building entry points will be continually monitored throughout the security guard's shift.
4. Issue parking citations to all improperly parked vehicles.
5. Process parking citations.
6. Interview all persons involved in a personal theft.
 - a. Report each incident in writing.
 - b. Contact the appropriate law enforcement agency to obtain an official report upon the request of the victim.

D. The Cashier's Office will issue parking decals and collect all security citation fees.

HISTORY: Last Revised: 12/08/20

Adopted: 8/15/89

Reviewed: 1/31/05, 1/31/08

Revised: 1/21/02, 12/08/20