

# PROCEDURE MANUAL

## PROCEDURE 210.1

Page 1 of 2



# ARIZONA WESTERN COLLEGE

**Last Revision Date:** 02-07-2022;  
12-01-2020;  
10-01-2020;  
07-15-2019;  
11-03-2009;  
11-21-2001

**Effective Date:** 11-21-2001

**Last Review Date:** 02-07-2022

**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), credit card(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 and the Vice President for Finance and Administrative Services, keys/codes will be provided by Campus Locksmith.
  - 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 and keys 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 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, all day Friday through Sunday, and all day on Holidays. Access to buildings and classrooms Friday through Sunday is

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Page 2 of 2



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provided by the Campus Police Department. A written request approved by the requestor's appropriate supervisory personnel is required when an individual desires to change the regularly scheduled opening time of a building or classroom from anything other than the normal scheduled time of 7 a.m. Monday through Thursday or anytime Friday through Sunday.

### 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:

Information concerning problems during afterhours access will be sent to the Vice President for Finance and Administrative Services and then forwarded to the appropriate administrator.