

# PROCEDURE

**Number:** 74-02  
**Title:** Campus Security  
**Responsibility:** Vice President of Finance and Administration  
**Original Approval Date:** 06/15/2004  
**Last Cabinet Review:** 09/24/2025  
**Last Revision:** 09/15/2025

## Reference (Policy and/or Procedure)

**SBTCE:** Policy 4-6-101

**FDTC:** Policy 70-42

**Other:**

## Procedure Description

The campus is manned by at least one uniformed security officer 24 hours per day. An additional guard is on duty when required and when students are on campus. Other guards are on duty when required.

Because the security guard's primary duty is to ensure a safe and secure campus, the guard(s) will be normally patrolling the buildings or campus grounds. It should be expected that the guard(s) could take several minutes to respond to requests for assistance.

It is realized that this procedure will cause some minor inconvenience and delay. However, we feel that it is absolutely essential that we all cooperate so that the security and protection of public property and equipment on our campus can be adequately protected.

During normal working hours of the college all requests for security assistance will be handled by the Security Office, ext. 8210.