

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Security Awareness Guidelines

DATE: February 22, 2008

PURPOSE: The purpose of these Security Awareness Guidelines is to provide a consistent methodology for motivating security consciousness, evaluating storage and safeguarding practices of College property and equipment, and improving physical security measures.

SCOPE: This procedure applies to all professional and classified employees of the College.

GENERAL PRINCIPLES:

Public Safety personnel and detection alarms provide a measure of protection for College property from the threat of intrusion. In addition, constant attention of all College personnel must be directed to everyday use, storage, and safeguarding of these resources.

1. Security Consciousness

Employees at all levels should be motivated to adopt a high degree of security consciousness for their areas and equipment. They should know whether their equipment is in place and readily available. To facilitate this increased consciousness, the following steps should be taken:

- A. All employees should be security conscious and should conduct frequent reviews and observations to assess security measures.
- B. Each employee should be briefed individually about his/her security responsibilities by the appropriate supervisor.
- C. Each employee should know exactly what equipment is in his/her area.
- D. Students should be briefed that their help is needed and that equipment losses not only hurt the institution but their program of instruction, as well.

- E. Each employee should be aware of the building name or number and room number they are in should they need to summon emergency assistance.

2. Evaluation of Protective Measures

- A. Storage areas, laboratories, classrooms, offices, and areas of high-value items should be evaluated for adequacy of protection (safeguarding) by the appropriate supervisor. A request to the Public Safety supervisor for additional evaluation and assistance is encouraged.
- B. Responsible staff should re-examine existing procedures regarding protection measures.
- C. Based upon this evaluation, the supervisor should develop, install and check each area for implementation of new procedures, as necessary.

3. Accountability

- A. Accountability for equipment must be maintained and strictly enforced. If not already in place, a checkout system should be designed, strictly followed and frequently monitored.
- B. Responsible staff should establish procedures to account for equipment. The use of a checklist is suggested.
- C. Responsible staff should conduct spot checks at unannounced times.

4. Storage (Cabinet Locks)

- A. Responsible staff should check all locks on storage cabinets, especially where high-value equipment is stored. Some locks may need to be replaced or changed. This should be done periodically and closely monitored.
- B. Evaluate and determine the need for additional locks, such as bar-type locks.
- C. All locks should be checked individually and evaluated for adequacy and protective measures.

5. Door Locks

- A. Check all door locks. Critical and expensive equipment should be under a double-lock where possible. (An example would be a locked storage or file cabinet in a locked room.) Malfunctioning locks should be reported to Public Safety immediately. Public Safety will be responsible for contacting Facilities to schedule repairs as necessary.

- B. Responsible staff should determine what doors require being locked on both sides of the door. (NOTE: Fire codes and safety must be maintained.)
 - C. Automatic door closers should be used where it is necessary that the door lock as personnel depart, especially in corridors, which either divide or separate two areas of instruction or work areas and in areas with heavy traffic.
6. Consolidation of Storage Areas
- A. Responsible staff should check areas for possible consolidation or relocation of high value items to a more secure area. Again, use a double-lock where possible. Responsible staff should evaluate each area of high value items individually and periodically.
7. Locked Areas
- A. Laboratories, classrooms, offices, etc., should be locked when not in use, including unoccupied periods. Public Safety personnel will check these areas. (NOTE: Areas of special attention should be identified and a listing forwarded to the Public Safety supervisor.)
8. High-Value Areas
- A. Areas of critical, expensive (high value) equipment (\$3,000 and over), or where the sum total of all assets would be considered to be of high value (\$3,000 and over), should not be left unsecured without supervision.
 - 1) A brief check should be completed upon the instructor's return to the area.
 - 2) Responsible staff should avoid establishing a definite pattern in their checks which, if exploited, could contribute to missing equipment not being immediately detected.
9. Inventory
- A. Responsible staff should carefully monitor and routinely check the inventory of their equipment. Additionally, non-capitalized equipment should also be monitored.
 - 1) Equipment should be checked periodically to identify those items which have had inventory tags removed and to replace them.
 - 2) Public Safety should be notified immediately of any loss or theft of equipment.

3) The Public Safety supervisor will notify Central Stores and the Business Office of any loss or theft for posting to inventory lists.

10. Current Unsecured Equipment

A. Signs should be printed and displayed on storage cabinets and doors as reminders. The following are recommended examples:

- Has all equipment been secured (locked)?
- Are all cabinets in this room locked?
- Did you lock all doors?
- Has all equipment been turned in?
- Has all equipment been returned or accounted for?

11. Standard Procedures

A. During open hours, the appropriate staff member or a designee will provide supervisory coverage. This includes supervision of equipment in designated classroom and lab areas. Open hours will vary by quarter depending on class schedules, campus needs and other factors.

B. Responsible individuals will include a scheduled staff member, faculty secretary, student assistant, Public Safety or any individual identified by the appropriate staff member as responsible for the temporary supervision of the area.

C. Locking computer lab and classroom areas: When no responsible person is available to supervise the lab or classroom areas, then the entrance doors shall be locked. Once a determination has been made to lock and secure the area, Public Safety should be notified and an email should be sent to the dean's office.

D. Activating the alarm: The last employee to leave the building for the day needs to insure that the alarm is activated. This can be accomplished by that employee using his/her code OR by contacting Public Safety.

E. Each Staff member will comply with this procedure.

12. Distribution of Leaflets and/or Other Materials on College Property

A. The College does not allow any unauthorized distribution of leaflets on other materials on its property. The College does not grant permission for anyone to wander around its parking lots and property and distribute leaflets and if it discovers that someone is doing it they are stopped. This is partly for the safety and security of individuals and property on campus, partly to prevent the unavoidable messes and blowing papers it causes, and partly because it allows the College to control what kinds of materials/services are advertised on its property.

The College enforces this policy uniformly when it discovers people engaging in this activity.

13. Additional Security implementations.

- A. Cabling may be used to connect multiple computers together making theft more difficult, if not impossible.

14. Staff Training

- A. All current and new employees will be informed of the security policy.

15. Failure to comply with procedures defined within this policy may result in disciplinary action up to and including discharge.

Adopted 12/22/89; Revised 1/1/00; 2/14/05; 11/2/07;2/22/08