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**Responsible College Administrator:**

*Chief of Police*

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*MCC Police*

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## **Security Awareness Guidelines**

### **POLICY CONTENTS**

**Scope and Purpose**

**General Principles**

**Security Consciousness**

**Evaluation of Protective Measures**

**Accountability**

**Storage (Cabinet Locks)**

**Door Locks**

**Consolidation of Storage Area**

**Locked Areas**

**High Value Areas**

**Inven**

### Scope and 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. This procedure applies to all professional and classified employees of the College.

### General Principles

Metropolitan Community College Police Department (MCC Police) personnel, video surveillance cameras 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.

### 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 their security responsibilities by the appropriate supervisor.
- C. Each employee should know exactly what equipment is in their 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. All classrooms have room number and emergency contact information posted near the whiteboard area.

#### 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 a MCC Police 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.

#### 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.

#### 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.

#### 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 MCC Police immediately. MCC Police 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.

#### Consolidation of Storage Areas

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.

#### Locked Areas

Laboratories, classrooms, offices, etc., should be locked when not in use, including unoccupied periods. MCC Police personnel will check these areas. (NOTE: Areas of special attention should be identified and a listing forwarded to a MCC Police supervisor.)

#### 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.
  - a. A brief check should be completed upon the instructor's return to the area.
  - b. Responsible staff should avoid establishing a definite pattern in their checks which, if exploited, could contribute to missing equipment not being immediately detected.

#### Inventory

- A. Responsible staff should carefully monitor and routinely check the inventory of their equipment. Additionally, non-capitalized equipment should also be monitored.

- B. Equipment should be checked periodically to identify those items which have had inventory tags removed and to replace them.
- C. MCC Police should be notified immediately of any loss or theft of equipment.
- D. MCC Police will notify Central Stores and the Business Office of any loss or theft for posting to inventory lists.

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