

SECTION: Business Affairs/Business Services
SUBJECT: Security Coverage

ISSUED BY: Assistant Vice President for Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: October 1991

A security officer is on duty whenever the offices are closed. This means a security officer is on duty 5:00 p.m. - 7:00 a.m. Monday through Friday and 24 hours a day over the weekends, as well as during any scheduled holiday for which the offices are closed. During working hours, the Security Manager is on duty and can be reached via the switchboard.

If there is a need to contact the security officer, the caller must first contact the switchboard, who can call the security officer via radio. The switchboard is operational 24 hours a day, every day of the year, and can be reached by dialing "0" on any campus phone.

The security or switchboard staff *does not* have the authority to unlock a room or building without prior approval. A faculty member may give authorization for the security officer to open a room or building within the area of the faculty members' own department. Security officers have been instructed to evaluate all activity on campus. A security officer has the authority to not unlock a room or building if they have reason to believe a security violation or potential danger may be present.

Authorization to unlock a room or building after normal business hours should be obtained in advance, in writing, sent to the Manager of Security, and the switchboard. If an unexpected need arises authorized personnel may call the switchboard and give approval over the phone. All such approvals are logged for future reference.