



POLICY: 7-25 Security

Personnel

Approval	
LT Approved: 8/24/12	
Effective Date: 08/27/12	
Revised: 5/1/12	
Responsible Party: Manager , Safety & Security	

Policy Statement

The College may employ such School Security personnel, pursuant to state and local law, to aid and supplement law enforcement agencies, which provide service to WSU Tech.

Implemental Procedures:

1. The primary duties shall be to:
 - a. Protect College property, students, instructors, and other employees together with the property of such persons on or about any College property or while attending or located at the site of any College sponsored function; and
 - b. Aid all general law enforcement agents in conducting their duties in buildings or on the grounds of the WSU Tech.
2. Designated security personnel shall be trained in accordance with City Ordinance and by direction of the Manager of Safety and Security. That training or instructions shall be paramount in directing their activities.
3. Security personnel shall be screened, selected, trained, evaluated, and supervised by the Manager of Safety and Security. The Manager of Safety and Security shall have administrative responsibility for the daily functions of the assigned security personnel. The Manger of Safety and Security shall be responsible for the professional standards and training of all security officers.
4. Security personnel shall be responsible for submitting written reports to the Manager of Safety and Security on all incidents within the scope of their area of responsibility. It will be the Manager of Safety and Security's responsibility to report to the Director, Operations/Facilities

and the Vice President of Finance and Administration on all incidents and prevention methods employed.

5. College security personnel shall carry firearms only with direct authorization of the Manager of Safety and Security and only after they have passed an approved Private Security Officers Firearms Course or State Law Enforcement Firearms Certification. Requalification will be required every year and shall be overseen by the Manager of Safety and Security.
6. Security Personnel shall conduct searches of buildings and or school property at the request of employees.
7. In the event of a crisis incident, the Security Team will be assigned to a crisis response team. They will be expected to respond to and assist with the scene of a crisis. Upon arrival at the crisis scene, all individuals should follow the guidelines set forth before them in the Emergency Operation Plan (EOP).