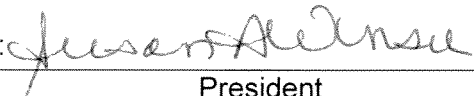



**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	SECURITY SERVICES ON CAMPUS - BUILDING SECURITY	Procedure Number: 2-5-105.2
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	2-5-105	

Approved: 	
President	Vice President of Administrative Services

Date Adopted: 07/01/2004
Date Revised: 02/11/2008; 09/08/2008

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

**I. Building Security:**

Intrusion alarm/detection systems are installed throughout the College to provide maximum security of State agency property when buildings are secured or otherwise unoccupied

**II. Procedures for Accessing Buildings:**

1. During normal hours and sponsored functions, security guards shall be available for gaining access to authorized areas.
2. For immediate entry during business hours, Security Office may be reached via ext. 1414 for entry into buildings and rooms.
3. Building and room entries during non-business hours and weekends should be scheduled through the Security Office.
4. If emergency entry is required during non-business hours or weekends, contact the Security Office at ext. 1111, prior to entering any building.

5. At least one-week notice is required to schedule officers for weekend classes or campus sponsored functions.
6. Authorized personnel must notify Security during non-business hours and weekends prior to making entry to any location on campus. Failure to notify Security will result in alarm activation creating an unsafe situation for the person entering the building and the security office responding to the alarm. When needing unscheduled access to any building on campus during non-business hours, the following procedures shall be followed:
  1. Advise security of your presence on campus by reporting to the security building (650) or dialing (803) 593-9231/9954 Ext. 1111.
  2. Security will respond to your location and request that you sign in. (Expect to present identification)
  3. Security will escort you into the building to ensure your safety and disable alarms.
  4. Prior to departure, contact security again so that the alarm can be reset and the building locked.

**Note:** Even if you have an alarm code, you must notify security of your presence and sign in.
7. During non-business hours and weekends, unauthorized personnel should not attempt to gain entry to any location on campus without prior approval.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2011		
09/08/2011		