

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title SECURITY	Number E-18.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. E-18.1 Date 5/24/10

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. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Classrooms, labs, shops, storage areas, and administrative areas are assigned to an instructor, supervisor, or administrative personnel to ensure the security of the area and the equipment assigned to that area. This includes closing and locking the area when not in use.
- II. Keys will be issued to only those personnel to which an area and/or equipment is assigned upon recommendation of the appropriate Vice President or designee. A master file and index of keys is maintained by the Business Office. Keys are issued to faculty and staff in the areas of their responsibility. Keys shall not be loaned to students or any unauthorized person. Each instructor is responsible for security of his/her shop, tool room, classroom, and office. Keys shall not be duplicated other than by the Business Office. Anyone leaving the employment of the College must turn in all keys assigned to him/her prior to receiving his/her final payroll check. These keys are to be turned in to the Vice President for Administration and Finance. Any faculty or staff member who needs access to a particular area of the College should check with the respective dean.
- III. Master keys will be issued only with the approval of the President or designee.
- IV. Burglar alarm code will be issued only to those approved by the President or designee.
- V. Security of any or all buildings after class at the close of the day will be as follows:
 - A. Individual classroom, lab, shop, storage room, or any room within that area is the responsibility of the instructor using that area.
 - B. Night security officer and/or dean on duty will assist or check to ensure everyone has left the buildings so the buildings can be locked and the burglar alarm activated.

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title SECURITY	Number E-18.1
Division of Responsibility Business Affairs	Approval Date Page 1/21/2021 2 of 2

- C. Anyone noticing something wrong should contact the Associate Vice President for Facilities Management and/or security officer immediately. If circumstances warrant, an incident report should be filed by the individual reporting the incident (see policy E-10).
 - D. The security officer will make independent security checks during his/her tour of duty, taking corrective action when needed and reporting any incident when warranted.
- VI. Identification badges are to be worn at all times by all full and part-time faculty and staff members. Name tags will be turned in upon termination of employment or retirement.
- VII. Students are issued ID badges during registration. The badges are updated yearly at the beginning of the Fall Semester. Replacement badges are issued at a cost of \$5.00 and are made in designated areas.