

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION E – FACILITIES MANAGEMENT**

Title <b>SECURITY</b>	Number <b>E-18</b>
Division of Responsibility <b>Business Affairs</b>	Date      Page <b>11/2/20    1 of 1</b>
Approval President _____  Commission Chair _____	Supersedes Policy No. <b>E-18</b> Date <b>7/7/08</b>

**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.**

Security of classroom equipment, laboratories, or shop equipment is the responsibility of the instructors using them.

Administrative offices and assigned equipment are the responsibility of the administrative supervisor and the individuals working in that office.

Building security is the responsibility of Facilities personnel and the security guard.

Keys for classrooms, labs, shops, storage areas, and administrative areas will be issued as authorized by the Division Vice President.

All employees must prominently display their WTC name badges at all times while on campus. Students must have a student ID and be able to present it upon request.