

Subject: Security

Policy Number: A4.45

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**POLICY**

Every effort will be made to keep the building and all space in it properly secured. Security measures will be taken to guard against fire and personal item theft. Electronic sensor security alarms will be used in the Director's office, Distance Education office, Student Services, conference room, computer classroom and the computer laboratory.

**PROCEDURE**

Faculty will lock classroom and office doors and windows when leaving the room. Faculty will be responsible for the security of University equipment made available to them, and will make sure the area where equipment is used is secure.

Faculty and staff observing suspicious situations or persons in the building will report them to the Director's Office or to the University Police Department.

Faculty and staff will lock desks and/or offices when they leave them unattended even if they will only be away for a short while.