

Security Program

Purpose: Security officers will provide a physical presence to guard and to deter theft and vandalism and to conduct patrol rounds of the college campus to ensure that it is safe and secure.

Purpose: Security officers will aid in protecting the college family from malicious, transient and/or ill-intentioned persons.

Purpose: Security officers will observe the condition and status of the physical properties and will alert the appropriate persons of damage or conditions that may endanger people or potentially damage equipment or property.

Purpose: Security officers will serve to identify, report and diffuse (if possible) any situation or condition which inhibits the well being of the college community and the campus itself.

Coverage Provided:

The security guard's coverage of campus will begin at 2100 (9:00 PM) and end at 0700 (7:00 AM) and the security guard will work seven (7) days per week.

General Orders:

Each member of the Walden Security staff will support the specific post instructions and the general post orders while on duty at Covenant College. The general post orders are located under "tab 2" of the security post manual that is located in the college security office. In case of a conflict with Walden Security's general post orders, the specific post orders at Covenant will supersede those of Walden Security's.

General Post Information:

The security office in Carter Hall is your post unless you are on specific rounds.

DO NOT enter any tenant spaces unless directed to do so or in case of emergency.

The use of client or tenant phones or equipment for personal use is strictly prohibited.

Watching TV on duty is strictly prohibited.

Conducting personal business (homework, e-mailing, etc) is strictly prohibited.

Visitors (personal) are not allowed to be on your post.

During patrols, be on alert for any major water leaks, fire hazards or other problems that may need the advice or assistance of the client representative to resolve.

Anytime you leave the security office, please make sure it is locked.

Males officers are NOT allowed beyond the commons area of female student dorms and female officers are NOT allowed beyond the commons area of male student dorms.

DO NOT use the security keys to provide access to any secured area for any person (for any reason) (especially student rooms). DO NOT unlock any area for anyone without first having received permission from the client representative.

Never unlock the Carter Hall tower access doors (unless you are patrolling or investigating) unless authorized by the client representative.

The possession and/or use of alcohol is forbidden on and off of campus.

The possession and/or use of tobacco is forbidden on and off of campus.

Equipment:

Covenant College provides a vehicle for use on patrols to South campus and for use during rain, cold wind and thunderstorms. The vehicle will not be used when snow/ice is on the roads or when dense fog makes seeing to drive difficult. Only those officers that have been approved to drive by Covenant College will be allowed to operate college vehicles.

During the school year, this vehicle is also used by the Covenant College Safety Team and will only be available to Walden between the hours of 2:00 AM and 7:00 AM.

Shift Duties:

Each officer will report for duty early enough to make the required call and clock in before his/her shift begins. Each S/O must personally call and check in or out.

Walden Security's automated call-in system's number is 423.267.4116. Once you call and check-in, you will need to begin your officer's daily report (ODR). DO NOT fill the ODR out ahead of time! Only make entries to this report as they happen or soon after.

The first ODR should include your name and list all equipment you possess (radio, cell, pager, keys, key card) and that you are now 408.

Facilities Patrols:

During patrols, report any lighting that is out on buildings, posts or paths across campus. These include power pole lights along Scenic Highway and in parking lots. Give pole numbers and approximate location. Note any fire exit lights and any other lights that are not burning when making rounds. Record all maintenance needs on the maintenance log sheet.

Always be alert for fire, smoke or flame and act immediately to call 911 from your cell phone or the nearest land line.

Always be alert for the smell of natural or propane gases. Act immediately to call the Facilities Management Emergency cell phone (423.400.9066) and inform them of the situation.

The college campus is located in Dade County, Georgia. The Dade County's Sheriff's office has jurisdiction on the campus. Should Walden Security officers find it necessary to call the Dade County Sheriff's office, the Facilities Management Emergency cell phone (423.400.9066) must be called immediately so that the client representative can come to the campus (if needed) and meet with the Sheriff's Department.

2100 Hours

Check the pass-down log in the security room for any special instructions before leaving the room on your first patrol.

College keys and key cards should remain on your person at all times unless locked in the security office.

Lock and unlock diagrams are available in the desk drawer as a guide for lock and unlock times.

If there is a fire alarm, go immediately to the building that is in alarm to assist the Fire Department in any way possible.

2130 Hours

The officer is to check the doors on the offices of the first floor and the basement floor of Carter Hall to ensure that they are all locked. Please note that the computer lab across from the mailroom should remain unlocked at all times for students to study. Make first check of kitchen refrigeration and hot water temperatures as called for on the Covenant College Security Report – Please attach the temperature readings to the ODR each day.

Check and record boilers temperatures in Founders Center and Carter Hall on the Covenant College Security Report. If the temperature reading falls below or rises above the range of 100-160 degrees, call the Facilities Management emergency cell phone at 423.400.9066. **These readings should be taken every hour throughout the shift.**

Check for boiler or hot water tank leakage in Founders Center, Maclellan/Rymer and in Carter Hall boiler rooms and report on the ODR.

Check the boiler in Carter Hall and make sure that the water level in the sight glass is even with or above the cut off mark on the float switch and if the water level is below the mark, call the Facilities Management emergency cell phone at 423.400.9066. **These readings should be taken every hour throughout the shift.**

Check the temperature of the kitchen's walk-in freezer and cooler and record the temperature onto the Covenant College Security Report. If the temperature rises above 25 degrees for the freezer or above 45 degrees for the cooler, call the Facilities Management emergency cell phone at 423.400.9066. **These readings should be taken every hour throughout the shift.**

Commence building lockup. The three residence halls (Founders, Maclellan/Rymer and Carter) are to be locked down first. Commence building lockup on all other buildings after the residence halls have been secured. Founders and Maclellan/Rymer have electronic doors that will lock automatically but Carter Hall will need to be locked manually.

Vary the order of the lockup from night to night to prevent routine patrols from becoming predictable. When school is not in session and if there is no conference on campus, security may begin to lock the campus buildings upon arrival.

Before locking buildings other than the residence halls, ensure that all persons are out of the buildings.

0200 Hours

Make irregular patrols of campus property. Buildings and parking lots between lock and unlock times. These should be walking patrols and not vehicle patrols.

0530 Hours

Begin unlocking the buildings. The **gym MUST be unlocked first!!!**

The Sanderson and McClellan Hall entrances from Scenic Highway should be unlocked by 0600 at the latest.

0700 Hours

At the completion of each shift, the S/O will complete, sign and date the ODR and leave it under the door of the Safety and Security office.

The officers will then call and clock out on the Walden Security Automated Call-in System at 423.267.4116.

Special Stipulations:

College Faculty and Staff:

All college faculty and staff should cooperate fully with security officers in carrying out their duties. This includes producing their faculty/staff ID cards when asked and providing information or appropriate assistance when necessary.

Student Relations:

The officers should conduct themselves in a cordial yet professional manner, keeping contact with students to a minimum. To avoid any conflict of interest, the officers are neither to act as personal counselors for the students nor are they to become buddies with the students.

Students in a secured area after lock-up times:

Ask for ID. If the individual does not have an ID, escort the student from the building. Should a student's conduct interfere with the officer while performing his/her duty, the officer is to contact the client

representative and a determination will be made as to whether to call the Dean of Students or the Dade County Sheriff's Department.

Strangers on campus:

Unidentified or evasive strangers on campus should be considered a serious risk. Ask the stranger for ID and why he/she is on campus. If the stranger becomes uncooperative or has no valid reason for being on campus, the officer should ask them to leave. If the person remains uncooperative, call the Sheriff's Department and have the person removed from campus. Officers should never allow strangers to leave campus or walk away from them without first getting ID for that person. Once the situation has been resolved, an Incident Report should be completed stating all of the details. This incident report should be attached to the ODR.

Physical evidence of possession or use of alcohol:

If the officer finds any evidence of students having or using alcohol, the officer should ask for the students ID and then contact the Sheriff's Department. The officer should stay with the student until the Sheriff's Department arrives at the scene.

Reported case of sexual assault:

A student dean and the client representative must be notified immediately should the officer receive a report of sexual assault. If possible, the officer should secure the immediate area of the assault, preserve any evidence that might exist, get the names of all witnesses and their contact information and relay all information to the law enforcement officials, Safety and Security Office and the Dean of Students. The officer should never leave the crime scene unattended.

Evidence of improper sexual activity:

If the officer finds any evidence of improper sexual activity, do not confront the individuals or attempt to stop them or talk to them. Call the client representative. The representative will then call the Dean of Students. The officer should record the time of discovery, the location and give a description of the evidence in an incident report that should be attached to the ODR.