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**SECURITY AND ACCESS**

It is the Administrative procedure of the Southwestern Oregon Community College District that the security staff hired by the College is primarily responsible for the physical security of the campus buildings and facilities.

Individuals on campus (students, employees, visitors, etc.) should take active responsibility for their personal property. The College will provide information on crime awareness and prevention in accordance with Administrative Procedure *Security and Crime Prevention Programs*.

Should the need arise to contact emergency assistance from campus phones: to reach Campus Security, pick up a black emergency phone or dial 541-297-4200, or dial 9911 from an office phone to reach the 911 operator.

All College security personnel are equipped with portable radios at all times enabling them to dial 911 from any location on campus to contact Coos Bay Police Department to respond to criminal actions or other agencies for on campus emergencies (fire, accident, etc.). In addition, security personnel will render any individual assistance they are able to provide.

College personnel shall cooperate fully with local, state and federal law enforcement agencies as they seek to protect life and property, to prevent anti-social behavior, and to preserve a secure environment in the locations where students reside on campus, classes are held, and offices are located. It is the responsibility of students and staff to report all crimes, even those considered minor, to the Campus Security Department. All suspicious activity and other emergencies should be reported to the Campus Security Department or another administrator as promptly as possible.

The College will maintain its grounds and lighting to ensure the campus is as secure as possible.

Security for student groups, College affiliated groups and community use of College buildings and facilities is covered by College procedures *Access to College Facilities*, and *Approval of College Affiliated Groups* respectively.

The College shall develop campus security procedures and individual crime awareness/prevention procedures.

Any security issues or concerns about security will be handled by the Vice President of Administrative Services.

Adopted by Board of Education:  
Procedure # 1.070 April 20, 1992  
Changed to Administrative Procedure January 22, 1996  
Reviewed March 14, 2013 (Formerly Admin. Policy 5.002)  
Revised: December 7, 2016