MISSION STATEMENT
ITC security services are tasked to ensure that the working, and living environment is healthy, safe, and secure through strong safety and security practices. (Institutional goal #8)
**Coverage**

ITC will provide security officers 24 hours per day 7 days per week.

There will be 3 security guards during normal business hours: 1 guard at the MLK gate; 1 guard at the Beckwith street gate; and 1 guard to patrol the grounds.

There will be 2 security guards during the evening and night shift hours: 1 guard at the MLK gate and 1 guard to patrol the grounds. The Beckwith street gate will be locked at 5pm each business day and locked throughout the weekend.

Security guards may be added to the above numbers if there are special events and/or occasions where additional guards are needed.

**LOCK-DOWN/OPENING PROCEDURE & GENERAL DUTY**

Lock-down/opening is performed at specified times that have designated via the client contact representing ITC. During lock-down/opening the security officer will perform a “light & lock” check of each interior/exterior door of the entire facility (buildings 1, 2, 3, 4, 5, 6, 7, 8 and 10). The Security Officer will also monitor windows to ensure windows are secured and intact. A detailed report should be written of any irregularities discovered during the lock-down/opening and or patrol of the campus.

**LOCK-DOWN/OPENING & General Duty (SHIFT BY SHIFT)**

**The 7:00am-3:00pm Shift (Morning Shift)**

7:00am- The morning shift Security Officer will relieve the overnight shift officer at the M. L. King gatehouse and collect post keys, cellular phone and all reports and information from the overnight shift. The morning shift Security Officer will then proceed to the J. H. Costen Center(turning off all exterior lights as needed while in route) the Security Officer will begin a light and lock check of the Costen center, unlock the two classrooms in the Center and any scheduled meeting rooms.

7:20am- The Security Officer will then proceed to the ITC Dining Hall to unlock both entrances and turn off lights at both entrances.
7:30am- The Security Officer will then proceed to The ITC Administrative Building to unlock the facility for the work day. The officer will perform a “light & lock” check of the entire building and turn off exterior lights as needed.

7:45am- The Security Officer will then proceed to Baptist School of Theology to unlock the facility for the work day. The officer will perform a “light & lock” check of The Administrative Office of area of BST and turn off exterior lights as needed.

8:00am- The Security Officer will then proceed to the classroom building to perform a “light & lock” check and open any documented special request areas.

8:15am- Opening procedure is now complete.

9:00am-3:00pm- The day shift officer is performing standard hourly patrols, answering calls via the post cellular and maintaining a daily activity log of hourly events.

3:00pm- The day shift officer will proceed to the M. L. King gatehouse, meet and brief the relieving officer and end the 7:00am-3:00pm shift at this time.

**The 3:00pm-11:00pm Shift (Mid-Shift)**

3:00pm- The mid-shift officer will relieve the day shift officer at the M. L. King gatehouse and collect post keys, cellular phone and all reports and information from the day shift.

3:15pm- The mid-shift Security Officer will began the initial tour of the shift by proceeding to The ITC Dining Hall and locking both entrances. The Security Officer will then continue patrol of the campus to obtain firsthand knowledge of the days occurrences, maximizing security presence and visibility.

4:00pm-5:00pm- The mid-shift officer will continue to provide patrol of parking areas and buildings, answering and responding to all calls for security assistance.

6:00pm- The Security Officer will proceed to the Beckwith Street driveway gate and lock the gate at this time. The officer will then proceed to The ITC Administrative building and lock the three doors to the building. (The Security Officer will perform a “light & lock” check of the entire building during lockdown).

6:20pm- The Security Officer will proceed to Baptist School of Theology and lock both entrances. The officer will perform a “light & lock” check of the Administrative Office area during lockdown and turn on exterior lights as needed.

7:00pm-10:00pm- The Security Officer will perform hourly patrols of the ITC campus maximizing security presence and visibility. The officer will respond to any calls for security
assistance and maintain a daily log of hourly events. The Security Officer will turn on all exterior lights of the campus consistent with street light activity.

10:00pm- The Security Officer will began to lockdown unoccupied areas in The J. H. Costen Center and classroom building such as classrooms, conference rooms and lecture halls. **The Security Officer will not lock exit doors or hall doors at this time as it is against the fire code to block exit areas in an occupied building!**

11:00pm- The mid-shift Security Officer will proceed to the M. L. King gatehouse to meet and brief the relieving officer and end the 3:00pm-11:00pm shift.

**The 11:00pm-7:00am Shift (Night-Shift)**

11:00pm- The night shift officer will relieve the mid-shift officer at the M. L. King gatehouse and receive post keys, cellular phone and all reports and information from the mid-shift.

11:15PM- The night shift officer will began patrol of the ITC campus, buildings and parking areas to obtain a firsthand knowledge of closing activities of the day, maximizing security presence and visibility.

12:00am- The Security Officer will proceed to The J. H. Costen Center and secure the front entrance, the patio doors, the two classrooms, the two meeting rooms (if needed) and The Costen computer lab. (The Officer will also turn off the TV in the lounge and perform a “light & lock” check of the entire facility during lock-down).

12:20am- The Security Officer will proceed to the classroom building and lock-down the entire building. (The officer will perform a “light & lock” check of the entire facility during lock-down). All classrooms, hall doors, lounges, snack machine area, offices, fitness area, lecture halls, open windows and exterior doors should be locked at this time and the alarm set for the night.

1:00am- The Security Officer will proceed to the Beckwith Street pedestrian gate and lock the gate at this time.

2:00am-5:00am- The Security Officer will perform hourly patrols of the ITC campus, maximizing security presence and visibility. The Security Officer will answer and respond to any calls for security assistance and maintain a daily log of hourly events.

5:00am- The opening procedure begins with the overnight shift officer(s). The M. L. King front gate entrance/exit is unlocked at this time.

5:10am- The Security Officer will then proceed to the J. H. Costen Center to unlock the front entrance doors, the two patio doors and the single entry door of the Costen computer lab. The Security officer will also turn the TV on in the public area making sure the channel is tuned to CNN.
5:30am- The Security Officer will then proceed to the classroom building and unlock the three first floor doors, the two second floor doors and the one entry door on the third floor at The Chapel entrance. (The Security Officer will also open the hall glass doors and all classrooms on each floor during this procedure). The Security officer will then proceed to the second level of the L-Section of building three and unlock the fitness center entry doors, the fitness center, the aerobics room and the student lounge. (The Security Officer will turn on all interior building lights during the opening procedure especially hallways, fitness areas and all public areas).

6:00am- The Security Officer will proceed to the Beckwith Street pedestrian gate and unlock the gate for the work day.

6:30am- The Security Officer will turn off all exterior building lights during the opening procedure consistent with street light activity (especially during daylight saving time).

7:00am- The Security Officer will proceed to the Beckwith Street driveway gate and unlock the gate for the work day. The third shift officer will then proceed to the M. L. King gatehouse, meet and brief the relieving officer and end the 11:00pm-7:00am shift at this time.

CAMPUS PATROLS

Each security officer is expected to spend a great portion of each shift patrolling the campus, either on foot or in a security vehicle.

Campus security patrols serve two very important purposes.

- First, campus patrols give the security officer the opportunity to personally observe campus activity, monitor individuals, and/or situations that could pose a potential threat to the safety and security of the students, faculty, staff and visitors of the ITC.

- Second, foot patrols in particular gives Security Officers direct interaction with members of the ITC community. Vehicle patrols are valuable in that Security Officers are able to constantly patrol parking lots and the campus perimeter. However, foot patrols offer a more comprehensive view of persons and property therefore foot patrols are preferred above vehicle patrols.

The primary purpose of foot patrols is to observed conditions in and around buildings, parking areas and events on campus with visibility and proactive crime deterrence being the main goal.
FOOT PATROLS IN PARKING LOTS & RESIDENCE HALLS

Sunday to Saturday

- Security officers will conduct foot patrols in residence halls and or dormitories that are accessible to security during all shifts.
- Security officers are not to disturb the residents unless there is cause to do so. Either security has received a call of disturbing the peace or activity of a harmful or criminal nature is observed or heard during patrols.
- In the event that the Security Officer receives a call or observes activity by a student/resident that violates his/her institutional housing agreement, the resident assistant or housing coordinator is to be advised immediately and an Incident Report should be written and passed on to the site supervisor.
- In the event that a Security Officer receives a call or observes criminal activity by a non-resident the officer should detain the subject (where possible) and The City of Atlanta Police is to be called immediately.
- In all student/resident activity (except when bodily harm has occurred) the dean of the respective resident hall will decide how the violating student will be disciplined.

EMERGENCY RESPONSE

In the event a Security Officer must respond to an emergency call, medical or otherwise, the following procedure should be followed:

- The security officer must proceed to the location immediately!
- Call the necessary authorities immediately! –IE Ambulance, EMT or Fire Department.
- Assist in any way possible while staying on the line with a 911 operator.
- When more than one Security Officer is on duty, one officer will remain with the person in need and the other officer should meet the emergency vehicle and direct the same to the person in need.
- Whenever the situation warrants, the Security Officer should notify the site supervisor immediately!
- The Site Supervisor will notify the VP of Administrative, the President, and the AVP of student services.
- The Security Officer should collect accurate, detailed and precise information at the scene of the incident.
- The Security Officer will always complete an incident report on all emergency or non-emergency calls. No exceptions!
PART TWO: VEHICLE/LOT PATROLS & ENFORCEMENT

Security Officers are not expected to enforce city traffic laws. However, Security Offices will enforce the parking policies and procedures of the institution.

PARKING

The Security Department issues parking decals for all students during the registration/orientation process. Executives, faculty, staff and contractors decals are issued in the ITC Business Officer and the parking fee is assessed at this time. All employees and contractors of The ITC must have a decal to park in the institutions parking lots. Failure to obtain and display parking decal can result in the vehicle being ticketed or towed at the owner’s expense.

LOT PATROLS

The Security Officer will conduct patrols of all ITC parking lots during each shift. The overnight shift will maintain a vehicle log of all vehicles on property and vehicles entering/exit the front gate. Any discrepancies observed during lot patrols will be investigated, documented and when necessary The City of Atlanta Police will be call immediately. (Whenever possible the Security Officer should obtain the ID number from the decal and notify the owner of the vehicle in the event of a problem).

STRANDED MOTORISTS ASSISTS

Security Officers are equipped to assist stranded motorist on ITC property on a limited basis! Depending on the severity of the problem, the officer will assist as needed. Should the issue exceed the scope of general maintenance, the officer will provide contact information on the towing service used by the institution and will stay with the motorist until further assistance arrives. Should the Security Officer receive a call during the wait time for AAA, tow service or otherwise, the officer must respond to the call and return to the motorist upon completion.

DRUGS/ALCOHOL POLICY

The institution currently observes a no drugs/alcohol policy on ITC property, buildings or residents halls. (The drugs/alcohol policy can also be found in the student handbook). In the event a Security Officer is called to respond to drug/alcohol use on ITC property or resident’s halls, the following procedure should be followed.

• The Security Officer will proceed to the location immediately!
• Assess the situation and determine the student/non-student status of the person(s) involved by obtaining the student ID card from the person(s) involved. The Security Officer will record all relevant information from ID to include name, address, room number, DOB and telephone number. The Security Officer will also record place of incident, date/time of incident and any other person(s) and or witnesses involved in incident.
• In the case of student(s) the security officer will notify the resident assistant/coordinator immediately!
• Security Officers will confiscate drug paraphernalia and small amounts of marijuana determined for “personal use”. The incident will be documented and the evidence bagged and tagged and presented to the Dean of the respective resident hall.
• The resident assistant/coordinator will then notify the Seminary Dean and the Dean will then decide the appropriate disciplinary action.
• In the case of non-student(s) the Security Officer will notify The City of Atlanta Police immediately!
• In the event the student/non-student is violent and or a danger to him/herself or others or is passed-out the Security Officer will call 911 for EMT & City of Atlanta Police assistance immediately!
• Current state, local and federal laws prohibit the possession, use, sale and distribution of illegal drugs such as marijuana, cocaine, L.S.D., crack, heroin, etc. In the event such an operation is discovered on ITC property the Security Officer is bound by law to notify The City of Atlanta Police. The President of the institution and The Executive Cabinet will also be notified as soon as possible.
• The Security Officer will always complete a detailed report of all incidents and irregularities.

Atlanta Police Back-Up Protocol

Campus Security Officers are not sworn law enforcement personnel and certain situations on property will require the assistance of local Police. The protocol for seeking assistance from APD falls into two categories: situations where Security Officers must call APD: and, situations where APD may be contacted only after the Security Officer has consulted with the on-site supervisor and or The Dean of Students Services.

ATLANTA POLICE DEPARTMENT MUST BE CALLED IN THE FOLLOWING SITUATIONS

- Sexual Assault
- Aggressive physical violence against a campus Security Officer or anyone else on ITC property that is intended to cause physical harm.
- A deadly weapon has been seen or is reported to be on campus.
- An obviously intoxicated person is operating a motor vehicle.
In situations listed above, The Security Director, The on-site supervisor and The Dean of Student Services must be called following contact with APD.

ATLANTA POLICE DEPARTMENT MAY BE CALLED IN THE FOLLOWING SITUATIONS

- Verbal threats and/or threats of physical violence by someone on campus to his/herself and or members of the ITC community, including Security Officers.
- Failure to produce identification by a non-student.
- Failure to produce identification by individual believed/suspected of not being a student/resident.
- The presence of a non-student trespasser on campus grounds, lots or buildings.

In situations listed above, the on-site supervisor can be called before APD is called.

THE APD MAY BE CALLED AFTER CONTACTING THE ON-SITE SUPERVISOR OR DEAN OF STUDENT SERVICES IN THE FOLLOWING CASES:

- Out of control gatherings.
- Public disturbances.

The Interdenominational Theological Center nor Department of Security will interfere with the legal prosecution of any community member, including students, who violate Local, State or Federal laws. The Department of Security and all members of The ITC community are subject to Local, State and Federal laws concerning the possession, use, distribution and manufacture of drugs including alcohol. All members of ITC must abide by the law or face the possibility of legal prosecution.

Persons wanting to alert proper members on campus that fellow students or themselves are dealing with alcohol/drug abuse can do so confidentially. The ITC has certified counselors on campus to help community members identify and understand the signs and behaviors associated with substance abuse. On campus counselors can also provide information on off campus treatment centers. The ITC counseling Center is located in room 101 of the classroom building.

PART FOUR: LOCK-OUT ASSIST/ ACCESS AUTHORIZATION

A lock-out assist is the opening of a secured area such as a residence hall, campus facility, personal office/office suite or campus operated facility. Security Officers will follow strict policy relative to lock-out assists.
**Lock-Out Assists**

A student requesting “lock-out assists” from a Security Officer will do so when he/she cannot gain access to his/her own room. Any member of the community requiring “lock-out assists” to an area such as personal office space, campus facilities or a campus operated facility must be the authorized personnel of the requested area or have written authorization to enter the requested area. Any person(s) requesting entry to an area that he/she is not authorized, will be denied access to requested area!

The following procedure should be followed for all “lock-out” assists:

- A student may request “lock-out assist” for his/her own room. The student should be asked to produce an ID if necessary and the students name must appear on the housing list for the requested room in the respective residence hall. The housing listed is provided by the housing coordinator of each residence hall and is updated frequently.
- Faculty or Staff members requesting “lock-out assist” may do so for his/her own office space. The Faculty/Staff members name must appear on an office occupancy listing and the Faculty/Staff member must produce a campus ID if necessary.
- Any Security Officer performing “lock-out assist” must record the action in his/her daily log as proof of the request made and the action taken.
- Any member of the community requesting “lock-out assist” to any area that is not their own living or work space will be denied access unless permission has been granted in writing by the authorized person(s). The authorized person must present written authorization to the Department of Security personally.

No person or group will be allowed access to any classroom, auditorium, meeting room, lounge or any other campus space unless that person or group has reserved the space through the scheduling office of the ITC and that reservation is forwarded to The Department of Security in writing.

**PART FIVE: NON-EMERGENCIES & ESCORTS**

The Department of Security can arrange rides and or walking escorts to students within the guidelines and limitations listed below.

- Security Officers maintain a listing of cab services in the M. L. King gatehouse along with a copy of the AU Shuttle which provides transportation through the AUC and the Westend, Vine City and Lowery Marta Train Stations.

**ON CAMPUS ESCORTS**
The Department of Security will provide on-campus escort to any student who request one. This service is available 24 hours a day by all Security Officers!

**PART SIX: LOST & FOUND ITEMS**

The lost & found for ITC is located in The Security Office on the first floor of building number (3) classroom building. The security office houses lost & found items which are stored until a claim is made on an item. The person(s) claiming lost and found items must be able to identify specific details concerning the item and must produce identification to claim the item. In the case of purses/wallets claimed, the claimer must produce another form of photo ID that matches identification in the held purse/wallet before the item can be released.