Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Security and Theft Policy
Department/Organization	Human Resources
Policy Editor	Madelyn Brown
Request Type	New ☑ Amended/Edited ☐ Removed ☐ Reviewed Only ☐

OBJECTIVE (Briefly state your purpose.)

The purpose of this policy is to develop and implement physical access control and security procedures to protect institutional assets and resources and instill a culture of security.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Georgia Department of Administrative Services (DOAS) Comprehensive Loss Control Program Manual
https://doas.ga.gov/assets/Risk%20Management/CLCP%20RESOURCES%20BY%20COMPONENT/Component3.pdf

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Policy was approved 11/29/23 by Cabinet. Policy is posted on the institutional website.

Authorizations

Chair/Dean/or Supervisor Signature and Date: ____________________

Cabinet Sponsor (VP) Signature and Date: Madelyn Brown Digitally signed by Madelyn Brown Date: 2023.12.18 13:55:39 -05'00'

President Signature and Date: Donald Green Digitally signed by Donald Green Date: 2023.12.19 12:13:57 -05'00'

***Policy Template mustbe submitted with this form.**

GORDON STATE COLLEGE

Policy Name:	**Security and Theft Policy**			
Responsible Cabinet Member:	Chief HR Officer	**New**	X	
Responsible Office:	Human Resources	**Amendment/Revision**		
Contact:	Creché Navarro	**Review Only**		

1. **Policy Statement**

   Gordon State College (GSC) shall take every reasonable step to develop and implement effective physical access control and security systems procedures in order to protect institutional assets and resources, facilitate safety, and instill a culture of security throughout the agency locations.

2. **Reason for Policy**

   As a publicly supported institution, the college has a fiduciary responsibility to conserve, preserve, and efficiently use all college resources and guard against theft of personal property on campus

3. **Who Should Read this Policy**

   All members of the Gordon State College community

4. **Resources**
   The Georgia Department of Administrative Services (DOAS) Comprehensive Loss Control Program Manual:
   https://doas.ga.gov/assets/Risk%20Management/CLCP%20RESOURCES%20BY%20COMPONENT/Component3.pdf

5. **Definitions**

   N/A

6. **The Policy (*or* "See Attached")**

   I. Gordon State makes day-to-day decisions regarding their overall building security through collaboration among Public Safety, Chief Business Officer or risk manager, and administrators. These decisions include establishing and applying guidelines for qualifications required for access to buildings under their control, door lock schedules, and alarm activation and deactivation schedules. Gordon State has the responsibility for security protocols for each individual building. Ultimately the senior-most administrator housed in that building, or overseeing personnel housed in that building, is responsible for the security/safety at that location. All building occupants are responsible for reporting suspicious activity to Public Safety and their supervisor.

II. Gordon State expends significant efforts to provide a safe environment for all employees, students, and visitors. It utilizes various methods to achieve this mission. Measures such as closed-circuit cameras, access cards, door lock and key maintenance, alarm systems, call boxes, police patrols, and inventory control, routine light surveys, etc. are utilized. These provisions are also a part of building planning and construction. The extent of the protection is determined by the exposures at the location.

III. All business and accounting operations shall follow the Georgia State Accounting Office (SAO) provisions.

- State Accounting Policy Manual: https://sao.georgia.gov/policies-and-procedures/accounting-policy-manual
- State Business Process Policy: https://sao.georgia.gov/policies-and-procedures/business-process-policies

IV. Gordon State College uses PeopleSoft Asset Management module to maintain an equipment inventory. Gordon State conducts an annual physical inventory to keep the inventory up to date. Each asset included on the fiscal year-end equipment asset listing is part of a physical inventory during the fiscal year. Identification numbers are assigned to inventoried equipment that are considered capital assets. The inventory number should be placed on the equipment prior to the equipment going into service. Large items that are not capital items are identified as State Property. This is done with decals, barcodes, stickers to reduce pilferage. Assets that are stolen or damaged are reported to DOAS.

V. If Gordon State property is determined to be missing, a report to the GSC Department of Public Safety will be made. The Public Safety Department will forward the report to the Risk Manager for evaluation and submittal to DOAS as appropriate. The Public Safety Department will work with the Risk Manager and other College Departments to ensure appropriate sanctions are sought. In addition, when personal property of others is missing from campus, the property owner should file a report with Public Safety. When appropriate, an investigation will then be initiated. In such matters, the Public Safety Department will work with the appropriate Vice President and Human Resources. Theft of personal property on campus is unacceptable and will result in disciplinary action, up to and including termination.

Sanctions will be based on processes outlined in the following GSC resources:

- Section 7.2 of the Faculty Handbook (Discipline and/or Removal of Faculty Members)
- Positive Discussions and Progressive Discipline Policy
- Student Code of Conduct

VI. Gordon State follows all USG policies including those related to 8.2.18.1 Ethics Policy. In addition, Gordon State utilizes the Georgia Accounting Office Internal Controls Policy.