



Interdenominational Theological Center

700 Martin Luther King Jr. Dr.

Atlanta Georgia 30314

Safety, Security, & Parking Regulations



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 officers during normal business hours: 1 officer at the MLK gate; 1 officer at the Beckwith street gate; and 1 officer to patrol the grounds.

There will be 2 security officers during the evening and night shift hours: 1 guard at the MLK gate and 1 officer to patrol the grounds. The Beckwith street gate will be locked at 5:30 pm each business day and locked throughout the weekend.

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

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1.0 Access Control

Access control is our major responsibility at this location on all shifts. **Everyone** entering the facility must be recognized and properly signed into the facility prior to granting access. The only **exceptions** are outlined in these post orders.

ANYONE IN POSSESSION OF AN I.T.C. BADGE MUST BE CHECKED TO ENSURE IT IS A CURRENT BADGE. IF THE BADGE IS NOT CURRENT IT WILL BE CONFISCATED AND TURNED IN TO THE BUSINESS OFFICE.

THERE IS A 100% IDENTIFICATION CHECK OF EVERY PERSON ENTERING THE PROPERTY.

EVERY EMPLOYEE AND RESIDENT OF I.T.C. ENTERING THE PROPERTY MUST HAVE A CURRENT I.T.C. PICTURE I.D. AND IF DRIVING ONTO THE PROPERTY MUST HAVE A VALID PARKING PERMIT DISPLAYED IN PLAIN VIEW

- A. **MEMBERS OF THE NEWS MEDIA ARE NEVER TO BE ADMITTED ONTO THE PROPERTY FOR ANY REASON UNLESS PRIOR INSTRUCTIONS ARE GIVEN TO DO SO. IF THEY SHOULD SHOW UP IMMEDIATELY CALL THE SITE SECURITY MANAGER.**

- B. **Solicitors** are not allowed on property. Invite them to leave, if they persist, call the Police (911).

- C. **Visitors:** All visitors must be verified! A government type picture ID card or Student I.D. from one of the I.T.C. or A.U.C. affiliated schools (i.e.) Clark Atlanta University, Morehouse College, Spelman College, Morris Brown College or Morehouse School of Medicine must be presented. They must also know who they are here to visit. They must call and wait for an escort. All visitors must be signed in on the **VISITORS LOG**. All visitors are susceptible, at the discretion of Security Personnel, and if asked must consent to having their vehicle trunk area visually inspected prior to gaining access. If they refuse the request access will be denied.

- D. **Tours:** If a tour of the facility is planned, security must receive advance notice in the form of a list of people expected on the tour, who will be conducting the tour and the expected time of arrival. Security must do a picture ID check of all persons participating in the tour. They will not be required to sign in, just staple the tour list to the visitors log for the day. If someone does not have the proper ID, they will not be admitted until approval is given. Call the Site Security Manager for guidance.

E. **Emergency Vehicles**: At any time the Police, Fire Department, Ambulances, etc. arrive on property, allow them access and notify the Supervisor who will notify the Site Manager immediately. Proper protocol is that the facility personnel will notify security in advance of the emergency, so you will be prepared to grant whatever assistance is necessary.

All emergency vehicles must be signed in, however, in an emergency, record the vehicle number and department on the log and do not expect the drivers to stop for you to fill in any logs, their focus will be on the emergency.

F. **Beckwith Access Gate**: The Beckwith Street gate is primarily used for contractor vehicles, delivery vehicles trash trucks and equipment vehicles. None of these type vehicles are ever to use the main gate as an entrance or exit point.

G. **Employee/Student Drop Off and Pick Up**: The employee/student must present a valid I.T.C. ID badge and the driver must present a valid driver's license and be signed in. The driver is allowed to drop off the employee/student and promptly return to the gate and leave the property. When an employee/student is being picked up, the driver must present a valid driver's license and state the name of the person they are here to pick up. A call must be made to the employee to verify the person picking them up. The driver is signed in and allowed to park in a nearby space which shall be in plain view of the security officer at all times until the employee arrives, they both then must exit the property.

H. **Valid Identification**: A U.S. government issued type of identification. A check must be made of the expiration, if the ID has reached its expiration date, it is not valid.

- Any current U.S. driver's license
- Any current U.S. "State" issued identification card
- Current U.S. or Foreign Passport
- Current U.S. military identification card
- A current U.S. Immigration and Naturalization Identification Card (Green Card)
- A current I . T . C . Student, Faculty, Staff, photo identification card
- A current photo I.D. from an I.T.C. or A.U.C. affiliate institution.

I. **Traffic Cones**: Traffic cones are issued by the facility to maintain traffic flow and control. The locations of the cones are to remain and block the security access points to stop all vehicles entering and exiting the facility. Once the identity is verified by security, the cones will be removed to allow entry or exit and placed back into position.

- J. **Prohibited Items:** When found by someone other than a security officer, prohibited items such as drugs, guns and ammunition are not to be taken into the possession of the security officer. The person that found the item should keep possession of the item to maintain the chain of custody and notify Security who will then contact the Police. The person that found the item should remain at the location where the item was found, or provide the police an escort to the location while Security remains at the site to secure the area and ensure the item is not tampered with. Notify the Supervisor and the Safety Director immediately.

2.0 FOOT PATROLS IN PARKING LOTS & RESIDENCE HALLS

- 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 order for security officers to disturb residents.
- 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.

3.0 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 that time. All employees and contractors of The ITC must have a

decal to park in the institution's parking lots. Failure to obtain and display a parking decal can result in the vehicle being ticketed or towed at the owner's expense.

PARKING FEES

- Student parking is \$55 per semester. \$25 for the summer semester.
- Faculty and Staff is \$60 per year.
- Reserved administrative parking (designated with signage) is \$150 per year.
- Reserved regular parking (designated with green spaces) is \$100 per year.
- Parking permits lost, damaged or destroyed may be replaced upon request with Security for a fee of \$5. Evidence of damage must be provided.
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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/exiting the front gate. Any discrepancies observed during lot patrols will be investigated, documented and when necessary The City of Atlanta Police will be called 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).
- All illegally, unauthorized or improperly parked vehicles shall be tagged with a warning sticker and the vehicle information recorded in the parking violation log. Repeat violators may be towed at the discretion of the Safety Director, Site Supervisors, V.P. of Administrative Services or the ITC President. All vehicles in violation of the Institutional parking policies are subject to immediate removal from the property at the discretion of the aforementioned authorities.

4.0 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 residence 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 of Student Services**. They will then decide the appropriate disciplinary action.
- In the case of non-student(s) the Security Officer will notify The City of Atlanta Police and the Safety Director immediately!
- In the event the student/non-student is violent and or a danger to him/herself or others or is unconscious, the Security Officer will call 911 for EMT, The City of Atlanta Police and The Safety Director 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** and **The Safety Director** who will then notify **The Vice President of Admin. Services, The President of The Institution** and **The Director of Human Resources**. 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.

5.0 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 Student 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 Safety Director, The on-site Supervisor, The Director of Human Resources 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.

APD MAY BE CALLED AFTER CONTACTING THE SAFETY DIRECTOR AND DEAN OF STUDENT SERVICES IN THE FOLLOWING CASES:

- Out of control gatherings.
- Public disturbances.

6.0 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.

A student requesting “lock-out assists” from a Security Officer will be assisted upon producing a current ITC ID 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 to which 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 student’s 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 when requested.
- 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 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 Security Department in writing.

7.0 Non-Emergencies & Escorts

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 Security Department will provide on-campus escort to any student who requests one. This service is available 24 hours a day by all Security Officers.

8.0 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 for a period of 90 days or claim is made on an item whichever comes first. 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.

Public Safety & Security Contact Information

I.T.C.

Public Safety/Security Department

Office Located in Building 2 Suite 123

(404) 527-7911 (Main Line)

(404) 527-7797 (Main Gate)

Director of Public Safety/Security: Major E.D. Bryant (404) 527-7752 or Ext. 7912

Assistant Operations Manager: Captain S. Roberts (404) 527-7753 or Ext. 7913

**Campus Training Officer/
Shift Supervisor: Captain B. Terry (404) 527-7716 or Ext. 7716**

Shift Supervisor: Sergeant K. Cottrell (404) 527-7797 or Ext. 7914