

College Operating Procedures (COP)



Procedure Title: Campus Security Escort Service
Procedure Number: 08-0804
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.65
Florida Administrative Code n/a

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: The Public Safety Office shall provide escorts to aid and ensure the safety of students, staff, faculty, and campus visitors.

Guidelines:

The Public Safety Office shall provide escorts to aid and ensure the safety of students, staff, faculty, and campus visitors.

Procedures:

- I. The person requesting the escort may either call the Public Safety Office or signal a security officer or student assistant on campus. Depending on the circumstances, the person will be escorted to or from their vehicle either by foot or by golf cart.
- II. The date, time of the request, and the person who is the escort will be noted on the daily log sheet by Public Safety Office dispatcher. When the escort is completed, the information is radioed into the office and the end time is noted on the log sheet.