

College Operating Procedures (COP)



Procedure Title: Daily Radio Log
Procedure Number: 08-0806
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.65
Florida Administrative Code Department of Education, 34 CFR, Part 668

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

Purpose Statement: To keep a daily log of all calls to the Public Safety Office concerning campus escorts, key distribution, vehicle jump starts, the unlocking of College doors and emergencies.

Guidelines:

To keep a daily log of all calls to the Public Safety Office concerning campus escorts, key distribution, vehicle jump starts, the unlocking of College doors and emergencies.

Procedures:

- I. At the end of each month statistics are collated from the Daily Radio Log for the end of the month reports and a synopsis is typed.
- II. End of month reports are distributed to the Florida SouthWestern State College Campus Presidents, Vice President/Academic and Student Affairs, District Director/Facilities Planning & Management, Plant Operations Supervisors, Public Safety Supervisors, and the Director of Communications and Marketing.
- III. The Daily Log is kept on computer and is used in compiling the statistics for the Annual Security Report.