

POINT OF ENTRY PRE-CHECK

PROHIBITED ITEMS ON CAMPUS:

- Drugs, Weapons, Alcohol, Cigarettes
- Personal keys (house, car, etc.)
- Personally owned restraints, restraint keys or radio equipment
- Personal tools, knives, box cutters, or any cutting instrument
- Audio and video recordings and games that are rated R, X or NC17
- Thumb drives, memory cards, and digital storage equipment without pre-approval
- Any type of cable (chargers, ethernet, HDMI, power strips, extension cords)
- Unauthorized cell phones, smart watches, and hot spots
- Smoking paraphernalia including electronic smoking and vaping devices
- Excess items or bags/backpacks must not exceed 10 in x 16 in x 24 in or 3840 cubic inches



All staff and visitors must follow steps 1-4 before entering campus.

1. LOCKERS

- a. Lockers are available for personal items prohibited on campus including:
- i. Personal keys
 - ii. Unauthorized cell phones
 - iii. Other prohibited items

2. BAG SCANNER

- a. Place all items in the plastic bin for screening. This includes:
- i. All items from pockets
 - ii. Shoes
 - iii. Personal or lunch bag (only fully transparent bags allowed)
 - iv. Approved electronic devices
 - v. Outerwear (jackets or sweatshirts)
 - vi. Belts
 - vii. Beverage containers (insulated bottles like Yetis and Hydro Flasks must be empty)

3. PROCEED TO BODY SCANNER

- a. Wait for clearance from security staff before exiting the Point of Entry
- b. Do not proceed until instructed

4. PROCEED TO CAMPUS

Once cleared by security staff, exit through the door to enter campus

If you have any questions, please contact the Security Manager or Supervisor on shift.