



# REGULATIONS

REG No.: 321

## SECURITY AND PUBLIC SAFETY DEPARTMENT

### I. PURPOSE

Provides information regarding the nature and operation of Wharton County Junior College's Security and Public Safety Department.

### II. POLICY

A. The Security and Public Safety Department, the operational unit of the college directly charged with providing security and safety services, reports to the Vice President of Administrative Services.

B. In general, the Security and Public Safety Department is charged with first-line responsibility to:

1. Assure the safety of persons, including college employees and students, and guests of and visitors to the campus;
2. Assure the safety, security, and protection of college property, including buildings, grounds, equipment, and other assets of the college, as well as non-college property located temporarily or permanently on college grounds;
3. Respond to emergency situations or conditions and provide assistance or take actions appropriate to the crisis situation within legal limits of the department's authority.

(POLICY APPROVAL: 5-17-95, 9-15-98, Board of Trustees, amended 7-15-14)

### II. PROCEDURES

A detailed description of the Security and Public Safety Department's functioning is embodied in the *WCJC Security Manual: Standard Operating Procedures*. This document, maintained by the Director of Security and Public Safety, is distributed to all security officers.

### IV. GUIDELINES

A. Basic Duties

1. Protection of persons;
2. Protection of property conducting regular checks and inspections to insure building safety and security;
3. Emergency response.

B. Basic Authority and Limits

1. *Citations.* Security officers are authorized by the college to issue written citations for parking violations, moving violations, and tobacco usage violations. Such citations may be issued to any person, employee or nonemployee, student or nonstudent, who violates traffic, parking regulations, or tobacco usage on college property; and violators

receiving such citations are subject to fines or other disciplinary action by the college.

2. *Identification Requests.* Security officers are authorized to request to see the identification of any person on campus property, whether that person is an employee or nonemployee, student or nonstudent. Any college employee or student who refuses to comply with a security officer's request for identification is subject to disciplinary action by the college.
3. *Emergency Authority.* In case of emergency, when no direct-line supervisor is immediately available, any senior college officer on the scene may assume responsibility for the situation and function in place of a direct-line supervisor until the latter arrives to take charge. (For purposes of this regulation, "senior college officer" refers to any member of the President's Executive Cabinet.) In the absence of a direct-line supervisor or a senior college officer, the security officer on the scene assumes responsibility for the situation; and all other persons on the scene, employees and nonemployees, students and nonstudents, are expected to comply with the security officer's directives. Any college employee or student who refuses to comply is subject to disciplinary action by the college.
4. *Complaints and Public Contact.* Since security officers do not create college regulations but merely help to insure compliance with them, they should not enter into heated debates, arguments, or any other uncongenial exchanges with persons who have been issued citations or have been otherwise reminded by a security officer of the obligation to comply with regulations. ~~Those who wish to complain about or contest an action of a security officer should be politely referred to the appropriate supervisor or procedure for doing so.~~ Security officers ~~must at all times be aware that they~~ are representatives of the college and must treat all persons with courtesy and consideration, regardless of provocation. At no time may a security officer behave in an unseemly manner or use harsh or profane language. ~~As a uniformed representative of the college, the A~~ security officer must be a model of correct behavior.
5. *Restrictions.* WCJC security officers are not police officers and do not have the powers of arrest or detainment of police officers, nor do they have the authority to use force in any situation except for self-defense or the defense of others.
6. *Complaints.* ~~Complaints, about or to contest an action of a security officer, should be submitted in writing to the Director of Security and Public Safety.~~

FRV/FRV  
 3-22-95  
 9-15-98  
 BAM  
 7-15-14  
 BAM  
 9-13-16