

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

~~In addition to the officers required by law (Chairman and Secretary), the Board Officers~~

~~The Board shall elect a vice-chairman~~Chairman, a Vice Chairman, a Secretary, and an ~~assistant secretary~~. ~~All officers~~Assistant Secretary who shall be Board members. ~~Each of the Board. Officers shall serve until his or her successor is qualified and be elected.~~

by majority vote of the members of the Board. The process for electing Board ~~leadership positions-officers~~ will be followed as specified in the Board Procedures Handbook.

Board officers shall serve until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Vacancy

A vacancy among officers of the Board shall be filled by majority action of the Board.

Duties

Board Chairman

In addition to the duties required by law, policy, and Board action, the Board Chairman shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.
3. Appoint or provide for the election of all Board committees.
4. Call special meetings as required.
5. File depository or treasurer's bond with the Coordinating Board, Texas College and University System.
6. Certify corrected Board minutes.
7. Sign all vouchers and other legal documents as the representative of the Board.

References in law and policy to the Board President are referring to the Board Chairman.

Board Vice Chairman

The Board Vice Chairman shall:

1. Act in the capacity and perform the duties of the Board Chairman in the event of the absence or incapacity of the Chairman.
2. Certify corrected Board minutes in the absence of the Board Chairman.
3. Become Board Chairman only upon being elected to the position.

Board Secretary

The Board Secretary shall:

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1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. Ensure notification of Board members of all regular, special, and adjourned meetings.
4. Transmit a copy of the record of the previous meeting to each Board member before each ensuing meeting.
5. In the absence of the Board Chairman and Vice Chairman, call the meeting to order and act as presiding officer.
6. Sign or countersign documents as directed by action of the Board, including:
 - a. All corrected Board minutes.
 - b. All vouchers and other legal documents as the representative of the Board.

Assistant Secretary

The Assistant Secretary shall:

1. Perform the duties of the Board Secretary in case of absence or disability of the Secretary.
2. Assist the Board Secretary when needed.

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD PRESIDENT

BCAB
(LOCAL)

~~In addition to legally required duties, the chairman shall:~~

- ~~1. Appoint or provide for the election of all Board committees.~~
- ~~2. Call special meetings as required.~~
- ~~3. File depository or treasurer's bond with the Coordinating Board, Texas College and University System.~~
- ~~4. Certify corrected Board minutes.~~
- ~~5. Sign all vouchers and other legal documents as the representative of the Board.~~

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF VICE-PRESIDENT

BCAG
(LOCAL)

~~The duties of the vice chairman shall be to:~~

- ~~1. Perform the duties of the chairman in case of absence or disability of the chairman.~~
- ~~2. Certify corrected Board minutes in the absence of the chairman.~~

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF SECRETARY

BCAD
(LOCAL)

~~The secretary of the Board shall:~~

- ~~1. Ensure notification of members of the Board of all regular, special, and adjourned meetings.~~
- ~~2. Arrange for recording of minutes of Board meetings and transmit a copy of the minutes of the previous meeting to each Board member before each ensuing meeting.~~
- ~~3. Sign all corrected Board minutes.~~
- ~~4. Sign all vouchers and other legal documents as the representative of the Board.~~

~~The assistant secretary shall:~~

- ~~1. Perform the duties of the secretary in case of absence or disability of the secretary.~~
- ~~2. Assist the secretary when needed.~~

BOARD INTERNAL ORGANIZATION
ADVISORY COMMITTEES

BCE
(LOCAL)

**Advisory
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of College District staff, students, or community members. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

**Transacting
Business**

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

**Lay Advisory
Committees**

~~The College President is authorized to appoint appropriate lay advisory committees. These Lay advisory committees are for the purpose of assisting with the identification and measurement of program needs, particularly in the technical, vocational, and general adult education areas.~~

~~Lay committees are advisory in nature and make their Lay advisory committees shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Lay advisory committees shall report their findings and recommendations to the College District administration. The administration utilizes these recommendations in preparing courses to be recommended to the Board of Regents in the respective areas of assignment.~~

SAFETY PROGRAM

CG
(LOCAL)

**Comprehensive
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies and disasters. [See CGC and CGE]
2. Fire safety and prevention programs.
- 2.3. Program activities intended to reduce the frequency of accident and injury, including:
 - a. Inspecting work areas and equipment.
 - b. Training frontline and supervisory staff.
 - c. Establishing safe work and instructional procedures and regulations.
 - d. Reporting, investigating, and reviewing accidents.
 - e. Promoting responsibility for College District property on the part of students, employees, and the community.
- 3.4. Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
- 4.5. Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
- 5.6. Driver education programs, when available.
- 6.7. Vehicle safety programs.
- 7.8. Traffic safety programs and studies related to employees, students, and the community.

**Information
Management**

~~The College PresidentCollege President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.~~

Note: For provisions addressing the College District's information security program, see CS.

SAFETY PROGRAM
SECURITY PERSONNEL

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**College District
Security Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District security department and shall employ and commission security officers as licensed by the Texas Department of Public Safety (DPS).

Jurisdiction

The jurisdiction of College District security officers shall include all territory within- and outside College District boundaries; ~~as well as all property outside the boundaries of the College District~~ that is owned, leased, rented, or otherwise under the control of the College District, with the exception of the Huntsville administrative offices.- These offices are patrolled by the local police department.

Authority

While within the jurisdiction set out in this policy and subject to limitations in law, security officers employed by the College District shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Prevent entry, larceny, vandalism, abuse, fire, or trespass on College District property.
3. Prevent, observe, or detect unauthorized activity on College District property.
4. Control, regulate, or direct the movement of the public, whether by vehicle or otherwise, only to the extent and for the time directly and specifically required to ensure the protection of property.
5. Detain suspects consistent with the Texas Private Security Act in connection with College District-related investigations until a police officer arrives.
6. Coordinate and cooperate with commissioned peace officers of all other law enforcement agencies in the enforcement of this policy as necessary.
7. Enforce College District policies, rules, and regulations ~~on College District~~ on all property within the jurisdiction of the College District or at College District functions.
8. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.

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	9. Carry weapons as directed by the chief of security officers and approved by the College President <u>if the security officer is qualified to do so under the Texas Private Security Act.</u> 10. Carry out all other duties as directed by the chief of security officers, <u>the</u> or College President <u>or their designee.</u> 11. Perform other similar functions as permitted by law.
Notice and Registration	The College District security department shall provide to the Texas Department of Public Safety the required notice of intent to employ a commissioned security officer and registration prior to employing a security officer.
Qualifications and Training	All College District security officers shall maintain a Level III license issued by the Department of Public Safety and receive at least the minimum amount of education and training required by law. <u>All College District security officers shall possess a valid Texas driver's license at all times.</u>
Limitations on Outside Employment	Security officers are permitted to provide security services for outside employers so long as such employment does not conflict with services to the College District. <u>A conflict of interest form must be approved by the Chief and submitted to HR.</u> College District security officers shall enforce all laws within their scope of licensing while temporarily assigned to other jurisdictions.
Relationship with Outside Law Enforcement Agencies	The College District's security officers shall assist the Baytown Police Department for serious emergencies at the request of the Police Department. The College District's security officers shall call Baytown Police Department for any level of crime that exceeds the security officers' jurisdiction. The College District's security department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memoranda of understanding at least once every year. The memoranda of understanding shall be approved by the Board.
Chief of Security Officers	The chief of security officers shall have supervisory and managerial duties over the College District security officers, but all of the chief's authority shall be subject to both the authority of the College

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President and Board. The chief is authorized to establish the work schedules for all department personnel.

**Security Manual and
General Orders**

Subject to review and approval by the College President or designee, the chief of security officers shall prepare a manual of procedures, guidelines, and regulations to implement Board policy and to guide security officers in the discharge of their responsibilities. The manual shall address detainment, use of force (including deadly force), evidence handling, use of vehicles and equipment, protection of criminal history and other confidential information, use of firearms and qualifications, security officer standards of conduct and training, interaction with other law enforcement agencies, interaction with mentally impaired individuals, traffic control, compliance with state and federal mandates, and other subjects as may be determined by the chief or College President. The handbook or manual shall address communication and cooperation between the security department and College District administrators with responsibilities for student discipline.

Use of Force

The use of force by security officers is a matter of critical concern to the College District and the public. The College District recognizes and respects the value of human life and dignity without prejudice to anyone. Security officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties. Security officers must have an understanding of, and true appreciation for, their authority and limitations. The use of force allowed by each security officer shall be determined by the level of training and qualifications obtained by the security officer under Sections 1702.163, 1702.1675, and 1702.168 of the Texas Private Security Act and as determined by the rulemaking authority of the Texas Private Security Board. The use of force, including deadly force, for a qualified security officer shall be authorized only when reasonable and necessary and in conformity with the limitations and principles established by the U.S. Constitution, the Texas Constitution, the Texas Private Security Act, Sections 9.42-3 of the Texas Penal Code, and other applicable laws. Without limitation to the forgoing, such use of force shall be authorized only when in conformity with the manual prepared by the College District pursuant to this policy.

By Drone

The College District shall not use force by means of a drone.

Annual Report

Each year the chief of security officers shall submit to the College President a written report summarizing and analyzing the use of force incidents in the preceding calendar year that resulted in death, visible injury, or unconsciousness; that used methods of re-

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straint other than handcuffs or approved devices; that involved individuals who were struck or kicked; or that involved claims by individuals that the officer used excessive force or caused injury.

High-Speed Pursuit

College District security officers shall not engage in high-speed chases in a motor vehicle. Officers shall contact the Baytown Police Department to engage in any necessary high-speed pursuit.

Non-Pursuit Situations

At any time that an emergency situation arises, security officers must first call the Baytown Police Department and then assess whether the College District security officers need to be present due to an emergency response. Emergency responses shall be made only when the incident involves a life-threatening situation or a violent crime in progress. Emergency response must be approved by a supervisor. When deciding to initiate or continue driving under emergency conditions, security officers shall consider such factors as traffic volume, time of day, weather conditions, and potential hazard or liability to themselves and the public. Security officers shall have sufficient information to justify the decision to drive under emergency situations. Security officers responding to a call from another officer needing assistance shall remember that one must arrive at the scene safely in order to be of assistance.

Video Monitoring

Video equipment shall be used on College District property and/or in security officer vehicles for safety purposes.

Access to
Recordings

Video recordings captured by the College District's video monitoring shall be considered the College District's records. The chief of security officers shall maintain and keep in custody all video recordings. Recordings shall be kept for as long as administratively valuable.

Racial Profiling

Security officers employed by the College District shall actively carry out their duties under state and federal law in a responsible and professional manner, without regard to race, ethnicity, national origin, or any other impermissible basis. Security officers are prohibited from engaging in bias-based profiling when carrying out their duties. This policy is applicable to all persons encountered by an officer. The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected. Bias-based profiling is an unacceptable tactic and shall not be condoned.

Complaints

Complaints against a College District security officer shall be filed in accordance with DGBA, FLD, or GB, as appropriate.

SITE-MANAGEMENT
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**College-District
Security-Officers**

~~To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College-District security department and shall employ and commission security officers as licensed by the Texas Department of Public Safety (DPS).~~

**Area-of
Responsibility**

~~The primary area of responsibility for College-District security officers shall include the grounds in which the College-District's property is owned, leased, rented, or otherwise under the control of the College-District.~~

Security-Authority

~~While within the area of responsibility set out in this policy, licensed security officers employed and commissioned by the College-District shall have the powers, privileges, and immunities as outlined in the Texas Private Security Act. [See Texas Occupations Code, Title 10, Chapter 1702, Subchapters F, G, and H]~~

~~College-District security officers shall have the authority to act only within the level of licensing obtained under the DPS Testing and Training, as well as under Section 1702.103 of the Texas Private Security Act. Section 1702.163 of the Texas Private Security Act shall govern qualifications for security officer commission, if applicable to the officer. Subject to limitations in law, the scope of College-District security officers shall be limited to:~~

- ~~1. Preventing entry, larceny, vandalism, abuse, fire, or trespass on College-District property;~~
- ~~2. Preventing, observing, or detecting unauthorized activity on College-District property;~~
- ~~3. Controlling, regulating, or directing the movement of the public, whether by vehicle or otherwise, only to the extent and for the time directly and specifically required to ensure the protection of property;~~
- ~~4. Protecting an individual from bodily harm;~~
- ~~5. Detaining suspects consistent with the Texas Private Security Act in connection with College-District-related investigations until a police officer arrives;~~
- ~~6. Enforcing College-District policies, rules, and regulations on College-District property or at College-District functions;~~
- ~~7. Investigating violations of College-District policies, rules, and regulations as requested by the College President or designee and participating in hearings concerning alleged violations;~~
- ~~8. Carrying a firearm if the security officer is qualified to do so under the Texas Private Security Act; and~~

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~~9. Performing other similar functions as permitted by law.~~

**Officer Qualifications
and Training**

~~Any person commissioned by the College District must be a li-
censed security officer under the Texas Private Security Act under
Section 1702.1675 and as determined by the rulemaking authority
of the Texas Private Security Board. Only security officers trained
under both Sections 1702.1675 and 1702.168 may qualify to carry
a firearm. All College District security officers shall possess a valid
Texas driver's license at all times. All College District security offi-
cers shall receive at least the minimum amount of continuing educa-
tion required by Section 1702.308 of the Texas Private Security
Act. All College District security officers shall meet any other quali-
fications required by law.~~

**Chief of Security
Officers**

~~The chief shall have supervisory and managerial duties over the
College District security officers, but all of the chief's authority shall
be subject to both the authority of the College President and
Board. The chief is authorized to establish the work schedules for
all department personnel.~~

**Security Manual and
General Orders**

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	The use of force, including deadly force, for a qualified security officer shall be authorized only when reasonable and necessary and in conformity with the limitations and principles established by the U.S. Constitution, the Texas Constitution, the Texas Private Security Act, Sections 9.42-3 of the Texas Penal Code, and other applicable laws. Without limitation to the forgoing, such use of force shall be authorized only when in conformity with the manual prepared by the College District pursuant to this policy.
Annual Report	Each year the chief shall submit to the College President a written report summarizing and analyzing the use of force incidents in the preceding calendar year that resulted in death, visible injury, or unconsciousness; that used methods of restraint other than handcuffs or approved devices; that involved individuals who were struck or kicked; or that involved claims by individuals that the officer used excessive force or caused injury.
Temporary Assignment	College District security officers shall enforce all laws within their scope of licensing while temporarily assigned to other jurisdictions.
Limitations on Outside Employment	Security officers are permitted to provide security services for outside employers so long as such employment does not conflict with services to the College District.
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