

# INSTITUTIONAL DIRECTIVE 4-1

November 12, 2007

**Title: Piedmont Technical College Public Safety/Premise Security Officers**

**I. Purpose**

To establish a program of public safety for Piedmont Technical College and to define the Operational Policies of the Department of Public Safety.

**II. Policy**

It is the policy of Piedmont Technical College to be committed to providing a harmonious and safe environment for students, employees and visitors.

**III. Applicability**

All faculty, staff, students and visitors of Piedmont Technical College.

**IV. Philosophy**

The prime objective of Piedmont Technical College is to provide a quality education. To supply the proper atmosphere for successful completion of this goal the Public Safety Department must provide an educational environment that is free from outside interference and disruption while providing the campus community with a safe, secure, environment through the enforcing of college policy and directives, local, state and federal laws.

The Public Safety Department is a total concept department. It places great importance upon the security of the premises and the safety of its occupants. The objectives will be achieved through a pro-active approach that is service oriented. The department is committed to Community Policing and will actively pursue an active ongoing relationship with the campus community that identifies their needs and is sensitive to their problems. The emphasis of the department's service is on the safety and welfare of the Piedmont Technical College Community. The Public Safety Department will investigate reports of accidents with corrective recommendations when applicable, ensuring evacuation charts are current and posted at the appropriate locations, and providing the faculty/staff/students with safety/security minded information.

**Office of Responsibility: Senior Vice President**

Personnel from the Public Safety Department will always present a professional image. These expectations will be accomplished by projecting a positive attitude and being well groomed and neat. A critical factor in determining the success of our mission is the attitude of our staff towards the Piedmont Technical College Community. The Public Safety Staff should possess a caring/helping attitude that would foster respect from the student body, faculty and staff of the college. The law enforcement officers will be assisted by and supplemented by contract Premise Security Officers. The officers will be certified by SLED and assume normal campus security functions on all of the campus properties.

The Law Enforcement/Public Safety Officers will visit the County College Centers and respond to requests and emergencies. The Local Law Enforcement agencies of the specific jurisdiction will be utilized to respond to emergencies and criminal incidents at the County College Centers.

## **V. Procedures**

### **A. Parking and Traffic Control**

Parking and traffic control are an important function of the Public Safety Department. Unmanaged traffic poses a threat to the safety of the occupants of the campus. This objective is met through enforcing the traffic regulations of the college in a fair and objective manner. The Officers will also assist motorist in any way possible during emergencies to ensure their needs are met.

### **B. Student Right to Know**

Student Right to know and Jeanne Clery Disclosure of Campus Security Act  
Title II of Public Law 101-542 is the Crime Awareness and Campus Security Act Of 1990, amended to Jeanne Clery Disclosure of Campus Security in 1998. This act requires the college to collect crime statistical information and distribute this information to all current students and employees, upon request, beginning September 1, 1990 and each year thereafter. The Public Safety Department is responsible for collecting this data and reporting it via the College Communications Office. This information includes:

1. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on the campus and policies concerning the institution's response to such reports.
2. A statement of current policies concerning security and access to the campus facilities.
3. A statement of current policies concerning campus law enforcement, authority of security personnel, including their work relationship with state and local police agencies.
4. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.
5. A description of programs designed to inform students and employees about the prevention of crimes.

6. Statistics concerning the occurrence on the campus during the most recent calendar year and the two preceding calendar years for which data is available, of the following criminal offenses reported to the campus security authorities or local law enforcement agencies—
    - a. Murder;
    - b. Rape;
    - c. Robbery;
    - d. Aggravated assault
    - e. Burglary; and
    - f. Motor vehicle theft.
  7. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution.
  8. Statistics concerning the number of arrests for the
 

Following crimes occurring on campus:

    - a. Liquor law violations;
    - b. Drug abuse violations; and
    - c. Weapons possessions
  9. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws and a description of any drug or alcohol abuse education programs. In as much as reasonable, the required
  10. Information will be included in the college catalog and the student guide (when appropriate and published).
  11. In December of each year the Public safety Department will review the statistics in each reportable category and provide the same to the College Communication Office for inclusion in the college catalog and other publication and/or notifications deemed appropriate.
- C. Department Daily Reports
1. Each shift performing public safety duty will complete a report covering the events of each tour of duty. This report will reflect the names, date, day and times of the tour. Each officer will sign their time on duty and off duty. The report will reflect the happenings of unusual events, incidents, accidents, entries of calls and routine entries. Reports must be legible and concise, as they become a part of college record and are used to take the necessary action on the events recorded.
  2. The reports will be reviewed daily by the Director of Public Safety and/or his designee.
- D. Key Control
- Generally the college is officially open from 7:30a.m. until 11:00p.m. on weekdays. The college is open on Saturday and Sunday on an as-necessary basis, which differs each semester. Access to the college will be limited to pre-approved visits only, by calling the Public Safety Officer on duty at 941-8000. Faculty, staff and students are encouraged not to be on campus when the college is closed. If they must be the Public Safety officer on duty needs to know the times of arrival and departure to

ensure their safety while on the campus. The college emphasis on the issuing of keys must be justified and approved through the Key Request Form, KRF-1 (attachment 1) and is issued only on a need to have basis. Keys will not be issued for exterior doors or lab enters.

1. All un-issued keys of the college will be maintained by the Director of Public Safety in a locked area.
2. The Public Safety Office shall maintain records of the keys issued for locks belonging to Piedmont Technical College. It is necessary that a Key Request Form, KRF-1 be completed for each person with the date, requesters name, job title, job description, department, full or part-time employment, BANNER number, key requested and the supervisor's original signature submitting the request. The Public Safety Office shall issue all keys.
3. The Director of Public Safety will also maintain keys to the City of Greenwood Range for the use of Gunsmithing and Criminal Justice programs.

The Director will issue these keys to the appropriate instructors on an as needed basis with turn-in at the conclusion of usage. All arrangements of the City of Greenwood firing range including but not limited to; date, time of use and management of range rules will be the sole responsibility of the requesting department. A Firing Range Request Form FRREQ-1 (attachment 6) must be completed by the requesting department baring the original signature of the requestor and submitted to the Director of Public Safety, at least 48 hours prior to scheduled range use time. These requests will be kept on file in the Public Safety Department and made available to the City of Greenwood upon their request.

The responsibility of the Public Safety Department begins and ends with logging the range keys out to the requester and logging in from same requester. A log of these transactions will be maintained by the Public Safety Department and made available to the City of Greenwood upon their request.

4. Keys will be issued to employee requiring key(s). No keys will be issued to departments or organizations except in rare occasions where the need warrants the issue. Each employee, department or organization will sign a Key Agreement as employee EA-1 (attachment 2), contractor CA-1 (attachment 3), or security SA-1 (attachment 4), before receiving a key which will explain the proper procedures in receiving and returning of key(s). When keys are returned by the person to whom they had been issued they will receive a Receipt Form, RECF-1 (attachment 5), stating the key has been returned, lost, destroyed, stolen, etc.
5. If a key has been lost, stolen or misplaced a duplicate will be issued only after it has been reported to Public Safety and the proper forms completed. Damaged keys should be returned to Public Safety for re-issue of replacement keys.
6. Keys will be issued only after the key issue form has been completed with proper authorization. Department heads, deans, or supervisors shall approve the issuance of keys to persons under their supervision. The Public Safety Director will review the requests before they are granted. If conflicts exist the Public Safety Director will contact the requesting party and effect a resolution.

7. All keys from terminating employees must be collected by their respective supervisor and returned by that supervisor to the Director of Public Safety for clearance of the employee's inventory before the clearance form signature is obtained from the Public Safety Office.
  8. All keys found on the campus are to be turned into the Public Safety Office.
  9. All persons issued keys are subject to inventory upon the request of the College President, the Director of the Facilities Management or the Director of Public Safety.
  10. Keys belonging to Piedmont Technical College are never to be duplicated by the holder of the key. When keys are no longer needed by the individuals' who the keys have been issued they are to be returned to Public Safety for receipt and should not be passed on to other people.
  11. The person issued the key accepts responsibility of the keys and agrees to take reasonable measures to protect them against theft and loss.
  12. Keys should not be issued to adjunct faculty members except under rare circumstance excluding an office area assigned to the adjunct.
  13. Persons' receiving key(s) must be aware that they are assuming responsibility for the key(s) and must return the key(s) to Department of Public Safety upon leaving the employment of Piedmont Technical College or moving to another area of the college when the key(s) are no longer required.
- E. Disposition of Lost and Found
1. Reports of lost items can be made with the Public Safety Department. The lost items will be logged and if the item is discovered the inquiring person will be contacted.
  2. All found items discovered on the campus should be deposited at the Public Safety Office. The items will be entered into a log along with the finder of the item. If the finder requests to have the item it will be returned to them if the owner doesn't claim it within the specified time for disposal.
  3. All items found at the college and deposited in the Public Safety Office, (with the exception of perishable items), will be retained for one semester plus 30 days. Example: Any item located during the Fall Semester would be retained for 30 days after the end of the semester. At this time if the owner has not claimed the item nor has the finder expressed any vested interest in the item it shall be disposed of in the following manner: If it is an unusable item it will be discarded in the proper disposal receptacle but if the item has some usable qualities it will be donated to some non profit organization.
- F. Training of Personnel
1. The department training officer shall be responsible to ensure that all officers of the department meet the criteria set forth by the South Carolina Training Council and that their law enforcement certification remains current.
  2. Additional training will be provided to ensure safety rules, procedures, and guidelines are adhered to. All officers should be trained in and be proficient with all law enforcement related or safety related equipment required for the function of their employment. Weapons qualification will occur at least once per year with the minimum requirement establish by the qualified instructor being the guideline as to whether the officer can continue as an armed person.

3. Any safety or job related training provided by the Public Safety Department will be made available to other areas of the college community.

G. Law Enforcement

1. In a positive approach to promoting safety at Lex Walters Campus, along with each county campus, each respective law enforcement agency should be contacted and invited to visit their campus to enhance the ability of Public Safety and provide each agency with an opportunity to utilize “Community/Proactive Policing”.
2. Interaction between the college and local law enforcement agencies are encouraged to establish common ground that will enhance the mission goals of both groups creating a win/win scenario.
  - a. The College will receive unscheduled visits from a law enforcement agency. This will enhance the security initiatives of the college and reduce the possibilities of crime.
  - b. County Centers should coordinate law enforcement needs with local jurisdictions when the response time dictates immediate action. The incident would then be referred to Public Safety of the Lex Walters Campus for follow up actions and investigations.

**Original on File**                      **11/12/07**

---

**Approved for Publication**                      **Date**

Key Request Form  
KRF-1

<b>Date:</b>	
<b>Person Requesting Key</b>	
<b>Job Title</b>	
<b>Job Description</b>	
<b>Department</b>	
<b>Full, Part Time, etc</b>	
<b>Banner/P#</b>	
<b>Key requested:</b>	
<b>Supervisor submitting request:</b>	

**Note: The request will be evaluated on a need of access and a key will be issued only after that need is determined. Keys will not be issued for exterior doors or lab enters. The person receiving the key must be aware that they are assuming responsibility for the key and must return the key to Department of Public Safety upon leaving the employment of Piedmont Technical College or moving to another area of the college when the key is no longer required.**

---

Below Line to be Completed by Public Safety

**Issue Date:**

**Key(s) Issued:**

**Attachment 2**

09/19/2007 13:50

KEY AGREEMENT EA-1

Page 1

Employee:  
Employee ID:  
Department:  
Type:  
Title:

Key	Issued	Due
-----	--------	-----

I, the undersigned, acknowledge receipt of the keys designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys.

I understand and agree that violation of this agreement may render me responsible for the expenses of a relock for the affected areas.

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

09/19/2007  
13:54

KEY  
AGREEMENT CA-1

Employ:  
Employee ID:  
Depart:  
Type:  
Title:

Key	Issued
	Due

Contractor Agreement for Temporary keys issued:

I, the undersigned, acknowledge receipt of the keys designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys.

I understand and agree that violation of this agreement may render me responsible for the expenses of a relock for the affected areas. I also understand and agree that a repeat offense may result in future contract penalties being assessed.

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

09/19/2007 13:57

KEY AGREEMENT SA-1  
Page 1

Employee:  
Employee ID:  
Department:  
Type:  
Title:

Key                      Issued                      Due

Security Personnel Agreement:

I, the undersigned, acknowledge receipt of the keys designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys.

I understand and agree that violation of this agreement may render me responsible for the expenses of a relock for the affected areas. I also understand and agree that a repeat offense may result in further disciplinary action being taken against me.

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

09/19/2007 13:51

KEY RETURN RECEIPT  
REF-1

Page 1

Employee:  
Employee ID:  
Department:  
Type: Title:  
Return Date:  
Comment:

Key

Product

The above Employee has returned the Keys listed on this page to the Security/Key Control Department.

Security Dept. Name

Signature \_\_\_\_\_

Returned Date