

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 3210.0

FOR POLICY NUMBER: BP – 3210

SAFE AND SECURE COLLEGE ENVIRONMENT

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for maintaining a safe and secure college environment.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 General

3.1.1 The Board and Administration strive to maintain a safe and secure campus environment. College employees and students share in that responsibility. Employees are responsible for not only their own personal health and safety, but also for the provision and maintenance of safe working conditions. Responsibility includes the enforcement of all applicable federal, state, and local building, fire, and life safety codes and regulations. Students must assume responsibility for their own personal safety and the security of their personal belongings.

3.1.2 The Executive Director of Physical Plant or designee is responsible for establishing and maintaining a safety program that conforms to all local, state and federal regulations. All employees, students and visitors are required to comply with procedures and/or safety elements set forth within the College's safety plans.

3.2 Buildings

3.2.1 The Physical Plant shall maintain a campus-wide door keying and access control system. Lockable doors and windows secure all college buildings.

3.2.2 Doors and windows shall not be blocked or propped open to allow unauthorized access. Any defective locks shall be immediately reported to the Physical Plant.

3.3 Residence Halls

3.3.1 On the Norfolk campus, resident housing safety protocols shall be followed in accordance with the Residence Life Manual available at <http://northeast.edu/>.

3.3.2 The Residence Life Coordinators shall reside in the residence halls for onsite management. The Director of Residence Life will reside on the College campus.

3.4 Parking Lots and Outdoor Spaces

3.4.1 Parking lots and sidewalks are maintained in accordance with all applicable federal, state, and local building, fire, and life safety codes and regulations.

3.4.2 Students and employees shall notify the Physical Plant with any related concerns.

3.5 Vehicles and Other Personal Property

3.5.1 Students and employees are responsible for their personal property. Students and employees shall park their vehicles and bicycles in assigned areas and keep them locked at all times. Valuable items shall be secured.

3.6 Firearms and Weapons

3.6.1 The unauthorized possession of firearms, fireworks, gun powder, weapons, explosives, and other items or materials which may endanger the health and safety of persons is prohibited on owned or leased property controlled by the College or in connection with a college-sponsored activity, regardless of a concealed weapon permit or if allowed by law to possess a weapon. Any threats, unauthorized or unlawful use or display of these items or materials ordinarily or generally considered a lethal weapon on college property or at sponsored functions, shall be immediately referred to the local law enforcement agencies for appropriate action.

3.6.2 Local law enforcement or contracted security personnel are authorized to carry a firearm. Authorization must be granted prior to utilizing firearms and weapons for training or educational purposes.

3.7 Security Services

3.7.1 The Executive Director of Physical Plant or designee is responsible for contract management of security services.

3.7.2 All security officers are required to carry a firearm. Security officers may have arrest powers and work closely with local law enforcement agencies in coordinating college security.

3.8 Victimization, Criminal Actions and Emergencies

- 3.8.1 Students or college employees shall report actual or potential criminal actions and other emergencies by calling 911. On the Norfolk campus, individuals should also contact campus security.
- 3.8.2 Any student, employee or visitor who is a victim of a crime should report it immediately by calling 911, campus security, or a college employee for assistance.
- 3.8.3 The Human Resources Division shall provide employees with access to the Employee Assistance Program and other professional resources.
- 3.8.4 The Student Services Division shall provide counseling and other services for students needing additional professional assistance.
- 3.8.5 The Title IX Coordinator or Deputy Coordinators shall maintain procedures and offer resources in accordance with Title IX regulations.
- 3.8.6 Non-emergency criminal activity suspected by an employee shall be reported to their immediate supervisor.

3.9 Training and Information

- 3.9.1 The College provides written materials, online, practical, classroom, and convocational training and education.

4. APPLICABILITY

N/A

ISSUE DATE: 03/01/2014

EFFECTIVE DATE: 09/26/2018

REVISION DATE(S): 12/10/1992 (item #6381); 09/12/1996 (item #7739); 03/13/1997 (item #7957); 06/10/1999 (item #8527); 03/01/2014; 09/26/2018

PRIOR POLICY/PROCEDURE NUMBER: 2080.a

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Admin. Services

SPONSORING DIVISION/DEPARTMENT: Administrative Services

RELATED PROCEDURES/ REFERENCE: Background Check, Safety Plans, Title IX, Residence Life Manual, Physical Plant Protocols

PROCEDURE KEY WORDS: safety, security, assault, firearms, weapons, crime