

**Mission Statement - Public Safety**

The Department of Public Safety works cooperatively to enforce laws, preserve peace, and provide a safe environment for students, faculty, staff, and visitors in accordance with federal, state, and local laws.

The Department of Public Safety exists to serve all people with respect, fairness, and compassion. We are committed to the prevention of crime and the protection of life and property; the preservation of peace, order, and safety; the enforcement of laws and college policies; and the safeguarding of constitutional guarantees.

*Approved 2/7/07*

**Authority of Public Safety Officers**

The Department of Public Safety has the authority to:

- Request identification from any person on college premises
- Issue citations for, or cause the removal of, any vehicle on any college premise that is in violation of college parking regulations
- Remove any person disrupting campus activities from the college premises
- Remove from college premises any person possessing, distributing, or using any narcotic drug, central nervous systems stimulant, hallucinogenic drug, barbiturates, or alcoholic beverages as defined in the Louisiana Penal Code, Louisiana Education Code, and Controlled Substance Act.
- Notify appropriate authorities to remove from college premises any person possessing a firearm, fireworks, or weapons of any kind, in violation of policies.

*Approved 2/7/07*

### **Authorization and Operation of College Vehicles**

Any employee who drives a Baton Rouge Community College (BRCC) vehicle, or his or her own vehicle on state business, must have a valid Louisiana driver's license. Some large vehicles may require a chauffeur's license. When driving, or a passenger, the employee is expected to obey all laws and drive in a safe and courteous manner. Notification must be given to the Director of Facility Services of any deficiencies or damages to the vehicle before leaving the college property. State regulations require that vehicle logs be kept.

To be authorized to drive a BRCC vehicle or drive any vehicle, whether owned by the College or on behalf of the College, the employee must receive prior authorization in writing. The supervisor must identify their employees to be designated as "authorized drivers". Supervisors must ensure that all motor vehicle policies/operating instructions are followed. If a person's primary job duty requires him/her to drive a BRCC vehicle, their employment will be contingent upon their authorization as a BRCC driver. Smoking in state vehicles is prohibited at all times.

#### **Authorization**

Authorization to drive a college vehicle will be evaluated according to the following criteria:

- Drivers must be certified as being trained by completing a classroom or on-line driving safety course within 90 days of hiring. After the initial certification, driving training must be repeated every three years. Being an authorized driver requires the possession of a Louisiana Drivers License.
- The maximum of moving violations and/or accidents allowed in a 12 month period will be three (3).
- No major moving violations will be allowed, such as driving while intoxicated (DWI) and/or under the influence (DUI), hit and run, or any felony or manslaughter violation involving the use of a motor vehicle. Violations will result in a revocation of authorization and make the employee ineligible to drive a college vehicle based on Administrative review for a period of seven (7) years from the date of the DWI and/or DUI. If the driver has more than one citation for DWI and/or DUI within a rolling three (3) year period, the driver will not be qualified to drive a BRCC vehicle for a period of seven (7) years from the date of the most recent DWI and/or DUI citation.
- Employees on the Authorized Driving List shall notify the Administration of any moving violation within one business day of the receipt of the citation or conviction, or within one business day of any failure to appear notice relating to any citation for a moving violation. Failure to report a violation shall be grounds for disciplinary action.
- Because a combination of three (3) moving violations and/or accidents in a 12 month period is the maximum allowed by the college, any employee who reaches three (3) such violations or accidents will be removed from the Authorized Drivers List. (Non-

preventable accidents do not count. National Safety Council Rule on determining preventable accidents will apply.)

- An employee under suspension will remain under suspension until their Motor Vehicle Record (MVR) is within the college's standards. This will occur when violations drop off the MVR at the end of a year. Any employee under driving suspension will be subject to MVR review every six (6) months. In those cases where driving is an integral duty of the employee, a violation of this policy may result in disciplinary action, including dismissal.

Employees who do not meet the above criteria will not be included on the college Authorized Drivers List (database) and will not be reimbursed for mileage until meeting these requirements. Special training classes and coaching using the on-line training program will be available to assist anyone in meeting the requirements.

*Approved 2/7/07*

**Campus Parking**

Enforcement of all college traffic and parking matters shall be the responsibility of the Department of Public Safety. The college may establish rules and regulations deemed necessary to provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and other institutional property under its control, including but not limited to the following:

- Limiting the rate of speed
  - Assigning parking spaces and designating parking areas and their use
  - Assessing a charge for parking
  - Prohibiting parking as it deems necessary
  - Removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator
  - Instituting a system of registration for vehicle identification, including a reasonable charge
- All personal vehicles brought to the campus must be registered. Parking in an unauthorized space may result in either a parking ticket or a vehicle towed at owner's expense.

*Approved 2/7/07*

**Campus Sex Crimes Prevention Act**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” commonly referred to as the “Clery Act,” require institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

*Approved 2/7/07*

**Prohibition of Drugs and Alcohol on Campus**

Alcoholic beverages and narcotic drugs, stimulants, hallucinogenic, and barbiturates is prohibited within all owned or leased college buildings or grounds.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited as is the possession and/or consumption of alcohol in the workplace. Workplace shall include any location on BRCC property in addition to any location from which an individual conducts BRCC business while such business is being conducted. Without reference to any sanctions which may be assessed through criminal justice processes, violators of this policy, including refusal to submit to drug testing when properly ordered to do so, will be subject to BRCC disciplinary action up to and including termination of employment.

Alcohol misuse is prohibited extending to 1) use of alcohol on the job; 2) use of alcohol during the four hours before performance of safety-sensitive and security-sensitive functions; and 3) having a prohibited alcohol concentration level in the individual's blood system while on the job.

The use of drugs/medications prescribed by a licensed physician is permitted provided that it will not affect the employee's work performance. BRCC reserves the right to have a licensed physician of its own choice determine if the use of a prescription drug/medication produces effects which may impair the employee's performance or increase the risk of injury to the employee or others. If such is the case, BRCC reserves the right to suspend the work activity of the employee during the period in which the employee's ability to safely perform his/her job may be adversely affected by the consumption of such medication.

***Drug Tests/Screens***

BRCC reserves the right to require drug screening for pre-employment, re-employment or reinstatement. Drug testing/screening is performed for any or all of the following classes of drugs: marijuana, opioids, cocaine, amphetamines, and phencyclidine. Employees in safety-sensitive and security-sensitive positions may be subject to random/unannounced drug testing. All employees are subject to being tested for drugs under the following circumstances:

1. Commercial Driver's License Requirement: Each employee who is required to obtain a commercial driver's license (CDL) must be tested for drugs, alcohol, or controlled substances in accordance with the provisions of the Omnibus Transportation Employee Testing Act of 1991.
2. Post-Accident/Incident: Following an accident that occurs during the course and scope of an employee's employment that a) involves circumstances leading to a reasonable suspicion of the employee's drug use, b) results in a fatality, c) results in or causes the

release of hazardous waste or materials, or d) involves an on-the-job injury or potentially serious accident, injury, or incident in which safety precautions were violated, equipment or property was damaged, or unusually careless acts were performed.

3. Rehabilitative: Required as a part of a monitoring program established by the employer to assure compliance with terms of a rehabilitation agreement. Note: Rehabilitation is not required to be offered. The BRCC reserves the right to ensure that any substance abuse treatment program or facility chosen by an employee to seek rehabilitation meets accreditation or certification to conduct such rehabilitation.

4. Random Drug Testing: BRCC reserves the right to use random drug testing for those employees in safety-sensitive and security-sensitive positions where any form of substance abuse may affect the operation of the department through unsafe work behavior/performance or error in judgment, or where substance abuse could jeopardize the safety and well-being of employees, other personnel, or the general public.

5. Rights of the Employee

A. Any employee, confirmed positive, upon his written request, shall have the right of access within seven working days to records relating to his drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.

B. BRCC may, but is not required to, afford an employee whose drug test is certified positive by the medical review officer the opportunity to undergo rehabilitation without termination of employment.

6. Procurement of Drug Testing Services: Employee drug testing services shall be procured through the Office of State Purchasing, Division of Administration, pursuant to applicable bid laws.

7. Expectation of Privacy: Employees are hereby notified that BRCC offices and work sites are the property of the BRCC and there is no expectation of privacy with regard to BRCC offices and work sites. Under appropriate circumstances and in accordance with the law, the BRCC, in conjunction with law enforcement authorities, reserves the right to conduct unannounced searches and inspection of BRCC facilities and properties, including state-owned vehicles.

8. Employer Notification Requirements: The Federal Drug-Free Workplace Act of 1988 requires that each employee notify his/her supervision within five (5) days of conviction of any criminal drug statutes when such offense occurred in the workplace, while on official business, during work hours, or when in on-call duty status. Federal law requires that BRCC report within ten (10) days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received. Employees whose jobs require driving, are required to notify their immediate supervisor if their driving privileges are suspended or revoked. If reasonable accommodation cannot be made, employees who operate BRCC vehicles on a regular and recurring basis may be forced to utilize accrued leave or be placed in leave without pay status during the period of suspension of driving privileges. Employees returning to work after such suspension shall be required to provide proof of restoration of driving privileges.

9. Employee Notification: BRCC will notify all employees at least once each year of its policies and procedures governing the illegal use of alcoholic beverages and drugs and through appropriate media, make employees aware of the dangers of abusive or illegal use of alcohol or drugs. All new employees will receive a copy of this policy and will be

required to sign that the policy has been received. As a condition of employment, all BRCC employees must comply with this policy. This signed form will be retained in the employee's personnel file.

10. Posting Requirement: In accordance with provisions of Act 1027 (1990 Regular Session), drug free zone posters will be posted on a bulletin board and/or other prominent location(s) on campus.

***Use of Alcohol at Campus Events***

The consumption of alcohol is not permitted on any BRCC property or facilities, including athletic fields and parking surfaces and structures. Alcohol is not permitted at BRCC student events. Any requests to serve alcohol at sanctioned events should be submitted in writing, prior to the event, to the Office of the Chancellor for approval. When alcohol is served, it must be by a licensed server, not purchased with state funds and not served to those who are prohibited by law.

***Approved 2/7/07***

**Prohibition of Weapons on Campus**

The college deems it in the best interest to prohibit the carrying of weapons on all college premises. BRCC prohibits all persons licensed to carry weapons from entering all college buildings while carrying a weapon. The exceptions to this rule shall be for licensed peace officers. All post-certified licensed officers must carry their weapons 24-hours per day.

*Approved 2/7/07*

**Smoking**

According to the state of Louisiana Smoke Free Act, the college prohibits smoking within all BRCC facilities and vehicles. Smoking is only permitted in designated areas beyond 25 feet of any building entry in compliance with the East Baton Rouge City Parish ordinance. Smoking is prohibited under any covered walkway or building overhang.

The college does not otherwise prohibit the smoking of tobacco by its students and employees and does not discriminate against tobacco smokers in employment or conditions of employment (R.S. 40:1300.24 and R.S. 23:966).

*Approved 2/26/07*

**Violence in the Workplace**

BRCC is committed to ensuring the highest standard of safety on campus. The college will take all reasonable steps to create a violence free workplace, free of threats and assaults. In compliance with federal and state statutes, rules, regulations and/or guidelines, BRCC will make reasonable efforts to:

- intervene in situations of harassment in the workplace when aware of the harassment;
- ensure employees and/or independent contractors are fit for duty, and do not pose unnecessary risks to others;
- provide security precautions and other measures in order to minimize the risk of foreseeable criminal intrusion based upon prior experience or location in a dangerous area;
- maintain an adequate level of security;
- provide a prevention program to ensure that all supervisors and employees understand their roles and responsibilities;
- allocate authority and resources to all responsible parties;
- refer employees for debriefing/counseling who have experienced or witnessed assaults and other violent incidents; and
- keep confidential all reports and identification of parties, except to those who have a legitimate need to know and to the extent required by law.

**Definitions:**

- Assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.
- Battery is the intentional use of force or violence upon another or the intentional administration of a poison or other noxious liquid or substance to another.
- Credible Threat is a statement (verbal or written) or action that would cause a reasonable person to fear for the safety of him/herself or that of another person and does, in fact, cause such fear.
- Intentional refers to conduct in which the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal consequences as reasonably certain to result from his act or failure to act.
- Violence is the commission of an assault or battery or the making of a credible threat.
- Workplace is any site where an employee is placed for the purpose of completing job assignments.

***Approved 2/7/07***

**Vehicle Registration and Fees**

The Department of Public Safety has the responsibility for the regulation of vehicular traffic and for the parking of motor vehicles or bicycles operated on the campus. All motor vehicles operated on the campus shall be registered immediately upon being brought thereon. Charges for such motor vehicle registration or fines for failure to comply with vehicular parking and operations regulations shall be in strict accordance as prescribed by the LCTCS Board of Supervisors.

*Approved 2/7/07*

**Crisis Response Protocol**

When encountering a student exhibiting inappropriate behavior, it may be necessary to alert appropriate authorities to prevent a crisis situation. Inappropriate behavior is that which is questionable, out of the ordinary, and/or irrational. The behavior may indicate a danger to self or to others. The behavior may be communicated through any verbal, non-verbal or textual communication, may include, but not limited to: email, text message, written or spoken communication, gestures or nonverbal body language, etc... It is important that faculty, staff, and students not become accustomed to such behavior, but alert the appropriate authorities of any suspicious or inappropriate behavior.

Examples of crisis behaviors may include, but are not limited to:

- verbal or written communication concerning suicide or violence
- high level of emotion, panic, or anxiety
- mental confusion or disorientation
- statements of hopelessness, helplessness, or defeat
- unusual actions that makes others feel uncomfortable or unsure about an individual
- unable to assume responsibility for self
- uncontrollable crying
- complete withdrawal
- extreme stress or apathy

In the case of written threats, the correspondence and envelopes used to send this information should be saved with as little handling as possible. This will allow the authorities to analyze fingerprints and other trace evidence.

**PROCEDURE FOR HANDLING SUCH BEHAVIOR/ EMERGENCIES**

1. Notify Public Safety immediately. While waiting for assistance, remain calm, the dispatcher may ask you to stay on the phone; do not hang up until you are told to do so.
  - a. Public Safety will send an officer to the scene to determine the level of crisis.
  - b. The dispatcher will also immediately notify the Chancellor's Office.
2. The Chancellor's Office will then notify the appropriate on and off campus entities depending on the nature of the incident/ response. This may include all or some of the following: Vice Chancellor of Student Affairs, State and/or local police, college attorney, others as appropriate.
3. Follow-up with appropriate emergency services or medical authorities as directed by Public Safety and/or the Chancellor's Office.
4. Document the incident according to the BRCC Public Safety Department's incident filing protocol.

5. Upon resolution of an emergency situation, Baton Rouge Community College Crisis Communication Team will debrief and evaluate the incident and the response.

***Note:*** *The Emergency Response Plan as well as the Crisis Response Protocol will be assessed and evaluated on a regular basis by the Department of Public Safety.*

***Approved 6/20/07***