

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Site Management: Security	Section C: Business and Support Services	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Security and Public Safety	Policy Number: CHA	
Subtitle: None	Date Adopted: 08/01/2020	

Purpose

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

Procedures

A detailed description of the Security and Public Safety Department’s functioning is embodied in the “WCJC Security Manual: Standard Operating Procedures”, which is maintained by the Director of Security and Public Safety, is distributed to all security officers.

A. Basic Duties

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.

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 violated 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 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 procedure, "senior level 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. *Complaint and Public Contact.* Since security officers do not create college regulations but merely help to ensure 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. Security officers 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. 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.

Date Prepared: 5/26/2023 (JE)

Revised Date: 5/26/2023