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The Cloud County Community College (CCCC) Security Department is comprised of off-duty, certified/sworn law enforcement officers, state firearms-certified security officers and unarmed public safety officers. While in general these procedures pertain to all employees in the CCCC Security Department, there are some procedures that pertain only to armed security officers. Employment duties of law enforcement officers will take priority over CCCC Security Department duties in times of emergency.

These procedures will not conflict with, contradict or supersede state or federal laws. If there are any procedures found in this policy that do conflict with state or federal law, the state or federal law will take precedence over this one. Each campus security officer must read and understand these procedures, then sign the agreement indicating that they have read and agree to abide by the procedures set forth herein.

Definitions

1. Law Enforcement Officer – a government employee who is responsible for the prevention, investigation, apprehension, or detention of individuals suspected or convicted of offenses against criminal laws
2. Security Officer – private person who is paid to protect an organization's assets from various hazards by utilizing preventative measures. Security officers are generally uniformed to represent their lawful authority on private property
3. Public Safety Officer – an individual serving a public agency in an official capacity, with or without compensation, as a law enforcement officer, firefighter, chaplain, or as a member of a rescue squad or ambulance crew
4. Armorer – a maker, supplier, or repairer of armor or weapons
5. Firearm – small arms weapon, such as a rifle or pistol, from which a projectile is fired by gun powder
6. EMDD (Electro-Muscular Disruption Device, i.e. Taser/Stun Gun) – EMDDs discharge a high-voltage, low-amperage jolt of electricity at a distance to disrupt the voluntary control of muscles causing neuromuscular incapacitation.
7. Bias-based Profiling – the unreasonable use of race, ethnicity, national origin, gender or religion by an officer in deciding to initiate an enforcement action
8. KS-CPOST – Kansas Commission on Peace Officers' Standard and Training

Authority of Campus Security Officers

Cloud County Community College security officers have the authority to:

1. Ask persons for identification and to determine whether individuals have lawful business at CCCC
2. Enforce college rules, regulations and policies on all college property

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3. Investigate violations of college rules, regulations and policies
4. Report the investigative findings to authorized college officials and local law enforcement. Criminal incidents, in some cases, are referred to the local police/sheriff officers who have jurisdiction on the campus.
5. Issue parking tickets
6. Detain suspects or individuals until local law enforcement officers arrive on the scene

Partnership with Local Law Enforcement

To better serve the Concordia and Geary County Campuses, CCCC has memorandums of understanding (MOU's) with the Concordia Police Department, the Junction City Police Department, the Cloud County Sheriff's Department and the Geary County Sheriff's Department through which the support they provide to these campuses is outlined. All crime victims and witnesses are strongly encouraged to immediately report the crime to the appropriate law enforcement agency as well as campus security. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Contact with the Public

An officer shall be courteous and considerate and shall treat all persons with dignity and respect while exercising good judgment in all situations. Officers shall be attentive to complaints and/or requests by students and staff and shall take action in a timely manner, or refer the person(s) to the proper individuals. When a student or staff member requests the name of any staff of the Security Department, members are required to give the individual the information they are requesting.

Criminal Conduct Prohibited

Officers shall not commit or be involved in a crime. Officers shall not commit any misdemeanor or felony offense, nor shall they be involved in any criminal conspiracy.

Officers shall not knowingly make a false report, nor shall any officer knowingly or willfully make a false entry in any department record or report. If an officer is charged with a crime, they shall immediately be placed on paid or unpaid administrative leave; and if they are convicted of a crime, they shall be terminated. Background checks will be performed as part of the hiring process for an officer and annually thereafter.

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It is unlawful for an officer to use bias-based profiling in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify a contact, or in determining the existence of probable cause to conduct a search of an individual or the individual's residence or vehicle. All staff of the Security Department shall be prohibited from engaging in bias-based profiling.

It is not bias-based profiling when race, ethnicity, national origin, gender or religion is used in combination with other identifying factors as part of a specific individual description to initiate an enforcement action.

If, upon completion of an appropriate investigation, it is determined that an employee of the Security Department has directly violated the policy prohibiting bias-based profiling, the Security Department shall initiate appropriate disciplinary action consistent with policies with penalties, including suspensions or termination of the employment of the employee.

Body Cameras

Body cameras are not worn or utilized by the officers of the CCCC Security Department at this time, but may be allowed upon approval by the Director of Auxiliary Services.

Approval for Firearms and Accessories and Other Weapons

The Security Department Supervisor shall approve all firearms, magazines, holsters, ammunition, and other weapons used by all officers.

Prohibited Weapons

Security Department staff shall not carry any of the following prohibited weapons while on duty: weighted nightsticks, weighted gloves, slappers, gasbullies, zipsticks, nunchaku, brass/steel knuckles or similar devices.

Firearms Proficiency Testing

The standard of proficiency for the CCCC Security Department shall be the State of Kansas P.O.S.T Firearms Qualification Course (KS-CPOST), which is required for all law enforcement agencies throughout the state of Kansas. Every off-duty law enforcement officer who is authorized to carry a firearm shall be required to maintain departmental proficiency

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standards with their duty firearm through their full-time law enforcement employer. Letters of proficiency from their full-time law enforcement employer must be submitted at hire and yearly thereafter to be on file with the CCCC Security Department and Human Resources Department.

CCCC Security Officers not currently employed by a Law Enforcement agency will have 60 days from hire to pass the State of Kansas P.O.S.T. Firearms Qualification Course. Letters of proficiency must be submitted within 60 days of hire and yearly thereafter to be on file with the CCCC Security Department and Human Resources Department. Firearm proficiency testing in accordance with the KS CPOST shall be held through either the Concordia Police Department or other state certified range master. Additionally, officers not currently employed by a Law Enforcement Agency must provide documentation of range practice on a course appropriate for handgun training at least three times per year, meeting at a minimum the metrics of the KS-CPOST proficiency testing.

General Firearms and Weapons Regulations

Officers shall not engage in the unsafe handling of weapons/firearms. An officer is responsible for and will be held accountable for any accident that occurs from the unsafe handling of any weapon/firearm.

The Security Department Supervisor or his/her designee shall maintain a firearms registry that indicates and identifies the firearms approved for possession and carry by the Security Department staff.

When an officer discharges a weapon or firearm, they shall complete a Discharge of Weapons Report detailing the events of the discharge for the CCCC Security Department.

Drawing and Displaying a Firearm

Drawing and displaying a firearm shall be limited to:

1. When an officer, in the exercise of sound judgment, has reason to fear for personal safety or the safety of others
2. For inspection and training purposes
3. When the firearm is being placed in the Security Department's weapons safe.

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Use of Authorized Firearms/Equipment

While in uniform, officers are restricted to carrying only their approved firearm unconcealed. Any back-up firearm shall first be authorized by the Security Department and the proficiency qualification letter with that firearm placed on file with the Security Department and the Human Resources Office. The back-up firearm shall be carried concealed. Officers carrying a Security Department-provided firearm shall carry and use only ammunition which has been approved for the Security Department's firearms.

Only holsters and magazines approved by the Security Department shall be carried by an officer utilizing a Security Department-provided firearm while on duty.

Any officer authorized to carry a firearm must have it inspected yearly by the college's designated armorer.

Part-time officers carrying a Security Department-provided firearm will secure the firearm and duty gear in the Security Department safe. It is the responsibility of the officer going off shift to make sure the duty gear and firearm is stowed in a safe manner and the safe is securely locked before going off shift.

Part-time officers whose primary employment is with a local law enforcement agency may carry weapons issued to them and owned by the local law enforcement agency, provided they are also approved by the Security Department. Any equipment owned by a local law enforcement agency damaged during the line of duty at CCCC will be replaced by CCCC.

The use of body armor is encouraged by the Security Department. Body armor is provided by the Security Department. Part-time officers whose primary employment is with a local law enforcement agency may wear body armor issued to them and owned by the local law enforcement agency. Any equipment owned by a local law enforcement agency damaged during the line of duty at CCCC will be replaced by CCCC.

Weapons Maintenance/Inspection

It shall be the responsibility of every officer to care for and clean their firearm. Upon use, the firearm shall be cleaned before returning the firearm to service.

Duty ammunition and practice ammunition for qualifications shall be purchased and provided by CCCC for Security Department-provided firearms. Duty ammunition used by officers for the firearm approved but not provided by the Security Department discharged while in the line of duty for CCCC will be replaced by CCCC.

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Use of Weapons/Use of Force/Excessive Force

This regulation sets guidelines for conduct of an officer concerning the use of force. Security Department staff shall only use force reasonably necessary to effectively bring an incident under control. Further, they are to be knowledgeable of these limits as outlined in K.S.A. 21-5227.

Under all circumstances, an officer will exercise the utmost discretion in the use of that force. In vesting officers with the authority to use force to protect the public welfare, a careful balancing of all human interests is required. The Security Department recognizes and respects the value and integrity of each human life.

In situations, other than as a last resort, officers will utilize only those weapons and defensive tactics that have been taught to them through authorized training. Only such force as is reasonably necessary shall be used to control an individual or situation. Officers shall use extreme caution when using any weapon or defensive tactic. The excessive use of force is strictly prohibited.

Officers will familiarize themselves with the following Kansas Statutes Annotated:

1. K.S.A. 21-5222 Defense of person, no duty to retreat
2. K.S.A. 21-5223 Defense of dwelling, place of work, no duty to retreat
3. K.S.A. 21-5224 Use of force presumptions
4. K.S.A. 21-5225 Defense of property
5. K.S.A. 21-5226 By an aggressor
6. K.S.A. 21-5227 Law Enforcement Officer making an arrest
7. K.S.A. 21-5228 Private person making an arrest
8. K.S.A. 21-5230 No duty to retreat
9. K.S.A. 21-5231 Use of force; immunity from prosecution or liability; investigation

All officers' actions, that are deemed reasonable in retrospect, will be considered to be within regulations, even if the specific actions or operations are not specifically addressed in these regulations.

The Use-of-Force Continuum

Levels of Resistance *Officer Injury Potential*

1. Psychological Intimidation
2. Verbal Non-Compliance
3. Passive Resistance

Levels of Control *Subject Injury Potential*

1. Officer Presence
2. Verbal Direction
3. Soft Empty Hand

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| 4. Defensive Resistance | 4. Hard Empty Hand |
| 5. Active Aggression | 5. Intermediate Weapons |
| 6. Deadly Force Assault | 6. Deadly Force |

Officers will respond with a level of force appropriate to the situation at hand, acknowledging that the officer may move rapidly from one part of the continuum to another. Levels of Control are further described below:

Officer Presence – No force is used. Considered the best way to resolve a situation. The mere presence of the officer works to deter crime or diffuse a situation. Officers' attitudes are professional and nonthreatening.

Verbal Direction – Force is not-physical. Officers issue calm, nonthreatening commands, such as "Let me see your identification and registration." Officers may increase their volume and shorten commands in an attempt to gain compliance. Short commands might include "Stop," or "Don't move."

Soft Empty Hand – Officers use bodily force to gain control of a situation such as grabs, holds and joint locks to restrain an individual.

Hard Empty Hand – Officers use punches and kicks to restrain an individual.

Intermediate Weapons – Officers use less-lethal weapons to gain control of a situation, such as a baton or projectile to immobilize a combative person, chemical sprays or projectiles embedded with chemicals to restrain an individual (e.g., pepper spray), or EMDD's to immobilize an individual.

Deadly Force – Officers may use deadly weapons, such as firearms, to stop an individual's actions when the officer believes that such force is necessary to prevent death or great bodily harm to the officer or to another person.

Use of Non-Deadly Force

Officers will assess the situation to determine which non-deadly force technique or weapon will best de-escalate and bring the situation under control in a safe manner.

Drawing and displaying batons and electronic control weapons by the officer shall only be done when the officer, in exercise of sound judgment, has reason to fear for his/her personal safety or for the safety of others, for inspection purposes, or during departmentally approved training.

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Handcuffing

Handcuffs or plastic cuffs may be used by officers with prior training only to restrain a person's hands to ensure officer safety. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

Baton/Expandable Baton

Officers with prior training are encouraged to carry a baton/expandable baton while on duty, and are authorized to use the baton when they reasonably believe that such force is necessary in defense of their safety or safety of another person.

Chemical Weapons (Oleoresin Capsicum, OC "pepper spray")

Officers with prior training are encouraged to carry OC spray. The purpose for utilizing OC spray must be limited to the protection of the officer or others who are under immediate physical attack and will in no way be used to otherwise influence, intimidate or detain an individual regardless of circumstance.

EMDD (Electro-Muscular Disruption Device, i.e. Taser/Stun Gun)

Officers with prior training are encouraged to carry an EMDD while on duty that will be provided by the Security Department.

Officers who encounter subjects armed with an EMDD shall use extreme care. Many factors will dictate what level of force the officer should utilize in responding to the threatened use of an EMDD. The officer is justified in the use of any force reasonably necessary to defend the officer or another from bodily harm or the threat of bodily harm.

Discharging Firearms/Use of Deadly Force

Pursuant to the Statutes of the State of Kansas, an officer is authorized to discharge a firearm or to use any other force likely to cause death or serious injury under the following circumstances:

1. When the officer reasonably believes that such force is necessary to prevent death or great bodily harm to the officer or to another person. The threat of imminent

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danger must be accompanied by a reasonable belief that the subject has the ability and opportunity to cause death or great bodily harm, and the officer reasonably believes that jeopardy exists.

2. When the officer has probable cause to believe that a person has committed, or attempted to commit, a felony involving great bodily harm, is attempting to escape by the use of a deadly weapon, or otherwise indicates that they will endanger human life or inflict great bodily harm.
3. An officer is also authorized to discharge a firearm at an approved range or area where all appropriate safety precautions can be observed.

An officer is not authorized to discharge a firearm when use of less force would safely accomplish the objective, to fire a warning shot, or fire from a moving vehicle.

Discharge of a Firearm

Immediately following the discharge of a firearm and when the situation stabilizes, whether death or injury occurs, a thorough and objective investigation shall be conducted. The officer involved in the shooting shall notify the local police department and the Director of Auxiliary Services. Once on scene, the local police department will take control of the event. In the event an officer has an accidental/negligent discharge of a firearm, the Director of Auxiliary Services and the Security Supervisor shall be notified.

Written reports are required on all incidents that involve the discharge of a weapon or the use of force by an officer. Officers will include in their reports an explanation of any discharge of a weapon or use of force, articulating the reasonableness of the force used in regard to the suspect's ability, opportunity, and the jeopardy that was present. The report shall also document any injury to officers, subjects, or to other persons as a result of the force used.

If an individual or officer is injured during the incident, the Director of Auxiliary Services and the Security Supervisor shall be notified immediately by the officer or his/her designee.

Preliminary reports of incidents and arrests involving the use of force by an officer shall be completed before the end of their shift and submitted to the Director of Auxiliary Services. A completed in-depth report shall be submitted within 24 hours.

The Director of Auxiliary Services will initiate an investigation into the use of force. The findings of the investigation shall be reviewed by the Vice President for Administrative Services or his/her designee. Together they will determine what actions will be taken.