

FISK UNIVERSITY
Department of Public Safety

POLICY
&
PROCEDURES

MANUAL

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INTRODUCTION

The Public Safety Department of Fisk University exists to protect the population of our campus from harm and to secure the physical plant. Our mission is to *PRESERVE THE SAFETY AND SECURITY OF THE CAMPUS COMMUNITY TO ENABLE THE EDUCATIONAL COMMITMENT OF THE COLLEGE TO MOVE FORWARD.*

Public Safety staff also performs duties including, but not limited to the following:

- Patrol, Access Control, Parking Enforcement, Detection, Prevention, Evacuation, First Aid and CPR, Emergency Response and Emergency notifications.
- Assist Visitors, Identify and validate same, Personal Escorts, Opening and Securing structures,
- Special Event activities, traffic and parking control and enforcement, Assisting with the disabled, vehicle assistance within reason and time permitting.

While at Fisk, you will come into contact with many types of people and many kinds of situations. This manual is intended to provide guidelines for your use in dealing with them. No manual can cover all situations, however. Where the manual does not address a situation, your actions should be guided by the following principles:

- Every person is to be treated with dignity and respect
- No hint of prejudice for or against any race, age, sex or religion is to be shown.
- You are a representative of a major institution of higher learning
- Your actions will be judged by the university community, the Metro Nashville community, courts of law, the news media and the administration
- You can be held personally liable for taking incorrect action or failure to take action where action is required.

OFFICER CODE OF ETHICS

AS AN OFFICER responsible for the Public Safety of Fisk University, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all persons with regard to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.

BILL OF RIGHTS

PURPOSE: An understanding of the basic rights guaranteed every American under the Constitution is essential to the effective, correct, proper and ethical performance of each member's duties. For that reason, the Bill of Rights is included in this manual.

THE FIRST TEN AMENDMENTS TO THE CONSTITUTION OF THE UNITED STATES OF AMERICA

AMENDMENT I (Right of free speech)

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press; or the right of the people peaceably to assemble and to petition the government for redress of grievances.

AMENDMENT II (Right to bear arms)

A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms shall not be infringed.

AMENDMENT III

No soldier shall, in time of peace, be quartered in any house without the consent of the owner, or in time of war but in a manner to be prescribed by law.

AMENDMENT IV (Protection against unlawful searches, seizures)

The right of the people to be secure in their person, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue but upon probable cause, supported by oath or affirmation and particularly describing the place to be searched and the persons or things to be seized.

AMENDMENT V (Right not to say anything and testify against yourself)

No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use without just compensation.

AMENDMENT VI
(Speedy Trial, Attorney Representation)

In all criminal prosecutions the accused shall enjoy the right of a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and the cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defense.

AMENDMENT VII

In suites at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury shall be otherwise be re-examined in any court of the United States than according to the rules of common law.

AMENDMENT VIII

Excessive bail shall not be required, nor excessive fines imposed, nor cruel or unusual punishments inflicted.

AMENDMENT IX

The enumeration of people in the constitution of certain rights shall not be construed to deny or disparage others retained by the people.

AMENDMENT X

The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states, respectively, or to the people

STATEMENT OF MISSION AND PURPOSE ET AL

MISSION: To preserve the safety and security of the campus community to enable the academic mission of the college to move forward.

OBJECTIVES: The following are the operational objectives of the Public Safety Department:

- Protection of People and Property
- Maintenance of an environment free from criminal activity and disturbance so that the college can fulfill its mission without interruption or interference.
- Maintenance of a high level of cooperation between employees of the Public Safety Department and the other members of the community
- Maintenance of a high level of cooperation and communication between the Public Safety Department and local police and emergency agencies.
- Maintenance of the highest level of professional competence through recruitment, selection, education and staff development

SERVICES: The following are the scopes of service rendered

- Patrol of campus grounds, perimeter and buildings
- Control of access onto campus and into structures
- Provision of advice and counsel to members of the community on safety and security issues
- Provision of assistance and information to visitors to the campus
- Monitoring of fire safety conditions to insure compliance with all applicable laws and regulations
- Provision of limited emergency medical services with first aid and CPR
- Enforcement of parking and traffic control regulations
- Enforcement of other college polices and state laws regarding behavior on campus
- Special Event assistance
- Escort Assistance
- Ancillary services such as Jump starts, engraving pens, and other items available for check out by members of the community.
- Other services and duties as directed by a competent authority.

RESPONSIBILITIES

Members of the Public Safety Department, full, part-time or student employees must fully understand the purposes and goals of Fisk and this department. All members are expected to share in a dedicated effort to work together to provide effective, efficient and courteous service.

Every job in this department is important and each member has a duty to assist the department in achieving its mission through individual efforts.

GUIDING PRINCIPLES: The following are the principles by which every action of every member, and every action of the department itself, should be guided:

- College policies, Departmental Rules and Regulations, City, State and Federal laws are for all the people and will be applied equally and fairly to all. It is the stated

policy of this department to take whatever action is necessary to protect the lives, rights and property of all people

- Every member of the department is important, because every member's performance of duty is needed to achieve the goals of the department.
- The department has an obligation to recruit and train the best and most competent people available.
- The department has an obligation to assist its members by offering assistance with career development or with medical or personal problems which could affect job performance
- A professional attitude is one that is courteous, respectful, and free from prejudice. A professional attitude inspires trust, confidence and greater respect and cooperation from the campus community
- The department has an obligation to educate the campus community on methods of protecting life and property.
- The department has an obligation to investigate complaints, completely, objectively and fairly to protect the college, the department and its members.
- All departmental policies, procedures, rules, regulations and orders should represent the best thinking of the entire department. Once a policy has been developed, all members shall fully support it and work towards its successful implementation.
- Because of limited resources, the inherent ambiguity of some laws, and the necessity of tempering justice with mercy, members shall exercise discretion in enforcement of all laws, rules and regulations. There may be more than one acceptable method to accomplish the purpose of the law without the danger of selective enforcement.
- A high degree of trust has been placed in this department by the administration of this College. Breaches of trust by any member will not be tolerated.
- A person who makes no mistakes is a person who takes no action. Members are required to make many decisions each day; inevitably, errors of judgment or action may occur. When a mistake is made, FOUR things must be done.
 - 1)The mistake must be recognized immediately and freely admitted without fear or attempts to shift blame
 - 2)Steps must be taken to correct the procedures or attitudes that made the mistake possible
 - 3)An effort must be made to rectify
 - 4)Never make the same mistake twice

ARREST AUTHORITY

PURPOSE: To define the legal authority by which physical arrests may be made by Fisk University (Contracted) Public Safety officers.

BACKGROUND: Legal Authority (citizen's arrest)

In general, Public Safety officers at Fisk University have the same arrest authority as private citizens. This is defined under Tennessee State Law (TCA 40-7-109. Grounds for Arrest by Private Persons). Essentially, a "citizen's arrest" may be made in three circumstances:

1. for a "public offense" (ie, a State misdemeanor) committed in the presence of the citizen
2. when a person to be arrested has committed a felony, though not in the presence of the citizen; or
3. when a felony has been committed, and the citizen has reasonable cause to believe that the person to be arrested committed it.

BACKGROUND: Citizen's arrest not permitted

TCA 40-7-109 does not permit a citizen's arrest for violations of Ordinances of the City of Nashville, nor for misdemeanors which are not committed in the presence of the citizen. A citizen may NOT arrest for a misdemeanor on the basis of probable cause. (unless otherwise prescribed by law – Domestic Violence, DUI)

TCA 40-7-109 also does NOT permit a citizen to make an arrest for a felony if there is only probable cause to believe that a felony has been committed. A felony must actually have been committed, though not necessarily in the presence of the citizen. If a felony has ACTUALLY been committed, a citizen may arrest on the basis of probable cause that the person to be arrested committed it.

BACKGROUND: Delivery of arrested person to police officer

TCA 40-7-109 Requires that a person arrested by a citizen shall be delivered to a police officer "without unnecessary delay" Under the existing policies of the Memphis Police Department, an officer taking custody of an arrested person in this situation acts as a transporting officer only. The arrest is still considered to have been made by the private citizen, who may subsequently be called upon to prosecute the arrested party. The arresting Public Safety officer must accompany Metro Nashville police downtown to swear to an affidavit of complaint before the court magistrate immediately following the arrest.

DEFINITION: Probable cause for arrest

Probable cause for arrest is defined as a set of facts and circumstances which would lead a reasonable and prudent police officer of similar training and/or education to believe... #1 a felony has been committed, and #2 that the person to be arrested has committed it. Probable cause does not require a degree of certainty such as would be required to sustain

proof in court beyond a reasonable doubt. Note: that in the case of a citizen's arrest, a felony must actually have been committed. Probable cause applies only to element 2., above.

WORK HOURS AND DUTY ASSIGNMENTS

PURPOSE: To outline policy regarding duty assignments required work hours, attendance and punctuality.

BACKGROUND: Refer to Fisk University Handbook regarding official workweek, normal work hours and attendance.

WORK HOURS: The official work week is from Monday at 0001 hours to the following Sunday at 2400 hours. The normal workweek for the Public Safety department is 40 hours per week, 8 hours per shift.

SHIFTS: Because of the comprehensive service nature of the Public Safety Department, it is necessary to provide coverage and support 24 hours per day, thereby causing a need to field at least three shifts per 24-hour period. Other shifts may be added as needs arise.

"A" SHIFT = 7:00 AM UNTIL 3:00 PM
"B" SHIFT = 3:00 PM UNTIL 11:00PM
"C" SHFIT = 11:00PM UNTIL 7:00AM
"D" SHIFT = 7:00 PM UNTIL 3:00 AM "Swing Shift"

BREAKS: All employees may take a fifteen-minute rest period each half-day. Breaks should be scheduled so that offices and telephone, or other essential responsibilities, are not left unattended. Break privilege is for Breaks only. Breaks NOT TAKEN may not be translated into any kind of other privilege, such as early departure, elongated lunch period, or overtime pay. Note however, breaks may not be possible from time to time if staffing levels are insufficient to support adequate coverage.

PUNCTUALITY and regularly attendance are of vital importance to Rhodes. They are a vital portion of your performance appraisal. Each member is to be at his/her assigned duty station at the time described above for their shift.

REQUIRED WORK HOURS are such as described above for each shift and only vary by authorization from appropriate authority. If a member works the 3-11 shift, he/she is NOT REQUIRED to be at work before 3:00, thereby not required to punch time card until 3:00. Only variance will be by appropriate authorization from supervisor or other like authority. Clocking in early or lingering after shift is over will not be recognized. All work time will be computed by 1/10th of an hour.

Thereby, a member is not required to clock in until prescribed time of regular required work hours unless directed to do otherwise by appropriate authority.

Members shall clock out when prescribed regular work hours are completed unless authorized not to do so by appropriate authority. Time elapsed after the normal prescribed quitting time shown on time card, will not be authorized as overtime unless approved as such on the time card by the employee's immediate supervisor or other competent authority whereby the employee was required by his/her supervisor to remain on the job past his/her

regular or normal quitting time. Should overtime be required, the employee's supervisor will initial the employee's time card approving the time as work "required" past the normal hours.

DUTY ASSIGNMENTS: A member's duty assignment may be any location as prescribed by appropriate authority, that in the authority's best judgment, meets the safety needs of the Fisk University Campus at a particular time. Refusal to comply with duty assignments will result in disciplinary action.

OVERTIME: A member who has been heretofore assigned an overtime detail, notified and has acknowledged same, is expected to be present at that assigned time just as a regular duty assignment. Failure to be present for same would be considered AWOL or unexcused absence. Note, overtime will be assigned on a voluntary basis using seniority (whenever possible and/or practical) as a guide. Overtime is not limited to voluntary status and may be mandatory at the discretion of competent authority. Abuse of Overtime will be monitored closely

TIME AND A HALF PAY: Overtime will be paid at a rate of 1.5 times your regularly hourly wage but only if you haven't taken a sick day or vacation day during the "40 hour" work week of which the overtime was worked. In other words, if you work 8 hours Monday, Tuesday and Wednesday and 10 hours on Thursday, but take 8 hours of earned sick time on Friday, you will be paid straight time for 42 hours, not 40 in straight and 2 in overtime. If you work the same days and hours but don't take off sick that Friday, 40 hours will be paid at straight time and 2 hours will be paid at time and a half, 1.5.

CCTV (Camera Network) POLICY & PROCEDURES

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras to monitor and record public areas for the purposes of safety and security.

2. Scope

This policy applies to all Security personnel, and property of the University in the use of CCTV monitoring and recording. Legitimate uses of this technology are covered by University policies governing the proper use and restrictions of this technology.

3. General Principles

- A. The Public Safety Department, under the guidance of the Chief Operations and Administrative Officer, is committed to enhancing the quality of life of the campus community by integrating the best practices of private campus safety with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV).
- B. The purpose of CCTV monitoring of public areas by campus safety personnel is to deter crime and to assist the Public Safety Department in protecting the safety and property of the university community. Any diversion of security technologies and personnel for other purposes (e.g., CCTV monitoring of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.
- C. Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video monitoring will be appropriately trained and continuously supervised in the responsible use of this technology. Violations of the Code of Procedures for video policy referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the university and/or in accordance with the contract security services in place.
- D. Information obtained through video monitoring will be used exclusively for security and law enforcement purposes. Information obtained through video monitoring will only be released when authorized by the Chief Operations Officer, Director of Public Safety and the university's Legal Counsel and appropriate administrative personnel according to the procedures established in this policy.
- E. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing university policies, including the Non-Discrimination Policy, the Sexual Harassment policy, Open Expression Guidelines and other relevant policies. The Code of Practice for video monitoring prohibits monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability etc.)
- F. Video monitoring of public areas for security purposes at the university is limited to uses that do not violate the reasonable expectation of privacy as defined by law.
- G. To maintain an informed university community, the Public Safety Department will periodically disseminate written materials describing the purpose and location of CCTV monitoring and the guidelines for its use.
- H. Information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of the University faculty, staff or student body.

- I. Under no circumstances will the Public Safety Department use the CCTV system to monitor Staff, Faculty or Student work behavior unless there is a legitimate investigation pertaining to conduct contrary to the law, Student Code of Conduct or university Policy. Any such monitoring or review must be accompanied by a written complaint, report, memo, email or any correspondence as to the nature, scope and level of action to be taken. All request/action and/or review must be made through the Director of Public Safety or his/her designee. The Director of Public Safety will seek guidance from all available sources including Human Resources as a measure to not violate university Personnel's rights in the workplace.
- J. All existing uses of video monitoring and recording will be brought into compliance with this policy within twelve months of the approval of this policy.

4. Responsibilities

- A. The Public Safety Department is the department authorized to oversee and coordinate the use of CCTV monitoring for safety and security purposes at the University. Public Safety has primary responsibility for disseminating and implementing policy and procedures.
- B. The Vice President or Chief Operations Officer has the responsibility to authorize all CCTV monitoring for safety and security purposes at the university. All new installations will follow the Public Safety Department operating principles. All existing CCTV monitoring systems will be evaluated for compliance with this policy.
- C. The Public Safety Department will monitor new developments in the relevant law and in security industry practices to ensure that CCTV monitoring at the university is consistent with the highest standards and protections.
- D. The Director of Public Safety will assure that the Public Safety Department adheres to established policy and procedure in the use of CCTV and to review camera locations and request for release of video media.
 1. The Director of Public Safety will review camera locations to insure the perimeter of view of fixed location cameras conforms to this policy. The proposed location of permanent CCTV cameras will be provided to the Director for review before installation. The locations of temporary cameras to be used for special events will be reviewed by the Director for approval before the event if possible. (Note: "Temporary cameras" does not include mobile video equipment or hidden surveillance cameras used for criminal/policy investigations.) Included with the list of CCTV camera locations will be a general description of the technology employed and the capabilities of the cameras. Students and staff entering certain sensitive locations on campus may have an increased concern for privacy and confidentiality. The Public Safety Director will determine the appropriateness of an installation weighing the concerns of the person(s) making the request and the safety and security of the entire community. In recognizing students may also have an enhanced expectation of privacy in study areas and lounges of the facilities, CCTV monitoring for safety and security purposes will not be used in lounges, study areas and student offices unless there is a specific Safety need for installation. The Director of Public Safety will review complaints regarding camera locations and determine whether the CCTV monitoring policy is being followed. The Manager should weigh whether the potential increment in community security outweighs any likely infringement of individual privacy.

2. The Public Safety Director, with the University legal counsel, and the VP/CAO will review all requests received by the Department of Campus Safety to release recordings obtained through CCTV monitoring. No releases of CCTV recordings will occur without authorization by the University Legal Counsel, CAO and the Director of Public Safety. Excluded from review by the Director of Public Safety are releases of tapes, Digital images and digital video directly related to a criminal investigation, arrest or subpoena. The Security Manager may also approve release of CCTV tapes only for legitimate purposes, such as to protect the University and its members from lawsuits or harm. Any release of tapes will be recorded on a written log with a written Security Report addressing the release.
3. The Security Manager may audit the Public Safety Department's CCTV monitoring operations, including video media storage, at any time without prior notice.
4. The Security Manager will review this policy annually and recommend revisions if needed.

5. Procedures

- A. All operators and supervisors involved in video monitoring of public areas will perform their duties in accordance with the Code of Practice consistent with this policy developed by the Public Safety Department.
- B. Public Safety Department management will assure that responsible and proper camera monitoring practices by control operators is continuous.
- C. The Public Safety Department will post signage at appropriate locations. Signage will state that the area is protected by use of video.
- D. The Public Safety Department will limit camera positions and views of areas which may be considered private (i.e. offices work stations bathrooms, locker rooms). Any view given to "private areas" will be no greater than what is available with unaided vision. Furthermore, the view of a residential housing around campus, offices, work stations, class rooms, lab areas, bathrooms, locker rooms must not violate the standard of "reasonable expectation of privacy."
- E. The Public Safety Department Operations office will be configured to prevent camera operators tampering with or duplicating recorded information.
- F. Recorded video media will be stored for a period not to exceed 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use.
- G. Video media will be stored in a secure location with access by authorized personnel only.
- H. Security Specialist will conduct video observation of areas only in plain view of others situated in the public area viewable to the public.
- I. Security Specialist will be trained in the technical, legal and ethical parameters of appropriate camera use.
 1. Security Specialist will receive a copy of this policy and provide written acknowledgement that they have read and understood its content.
 2. Security Specialist will receive training in cultural/diversity awareness.
- J. Security Specialist will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability or other classification protected by the university Non-Discrimination policy. Camera control operators

- will monitor based on suspicious behavior, not individual characteristics.
- K. Mobile or portable video equipment may be used in criminal investigations, this equipment will only be used in non-criminal investigations where there is significant risk to public safety, security and property as authorized by the Director of Public Safety.

Examples of Video Monitoring and Recording of Public Areas

Legitimate safety and security purposes include, but are not limited to the following:

- Protection of buildings and property*
- Monitoring of Access Control systems*
- Verification of security alarms*
- Video patrol of public areas*
- Criminal investigation*
- Protection of pedestrians

SERIOUS CRIME RESPONSE & CRIME CLASSIFICATION LIST

PURPOSE: To provide information for classification of criminal activity on the Fisk University campus and immediate response for serious crime.

DEFINITION: A "Serious Crime" is one which involves the death or serious bodily injury of any person on the campus resulting from a hostile and/or criminal act. Acts which have the potential to cause death or serious bodily injury, as well as unsuccessful attempts, are included in this definition.

EXAMPLES: Examples are Criminal Homicide (murder, Non-negligent homicide, manslaughter by negligence), Suicide, Forcible Rape, Sex Offenses, Robbery (regardless of whether or not a weapon was used), and Assault (regardless of whether or not a weapon was used or medical treatment was required). Arson is also considered a serious crime for purposes of this policy, even if no actual injury or threat of injury results.

PROCEDURE: The following procedure is to be followed for any serious crime:

1. The Nashville Metro Police Department is to be notified IMMEDIATELY.
2. In every case, the following members of the administration are to be notified regardless of the hour:
 - a. Director of Public Safety
 - The Director of Public safety will contact all other administrators as needed.

NOTE: If the Director of Public Safety cannot be reached, beginning calling for;

- Vice President Marie Lang
- Assistant Student Affairs Dean Jason Meriwether
- Student Affairs RD or other official

CRIME CLASSIFICATION LIST

PURPOSE: To provide information for classification of criminal activity on the Fisk University campus and immediate response for serious crime.

DEFINITION: This classification list is provided by the Tennessee Bureau of Investigation TIBRS Reporting format. (Tennessee Incident Based Reporting System). All incidents reported on campus must be classified either TIBRS relevant or not TIBRS relevant. Meaning, if it falls within a TIBRS category, it must be reported formally to the TBI. If it does not fall with a TIBRS category, we may still report it on our records, but not to the TBI.

OFFENSES: All offenses reported to the TBI are divided into two (2) categories; "Group A Offenses" and "Group B Offenses".

SEE NEXT PAGE

GROUP A OFFENSES: (CRIMINAL)

<u>OFFENSE</u>	<u>AGAINST</u>
Arson	Property
Assault Offenses	Person
Aggravated Assault	
Simple Assault	
Intimidation	
Stalking	
Bribery	Property
Burglary/Breaking & Entering	Property
Counterfeiting/Forgery	Property
Destruction/Damage/Vandalism	Property
Drug/Narcotic Offenses	Society
Drug/Narcotic violations	
Drug Equipment violations	
Embezzlement	Property
Extortion/Blackmail	Property
Fraud Offenses	Property
False Pretenses/Swindle/Con	
Credit Card/ATM	
Impersonation	
Welfare fraud	
Wire fraud	
Gambling Offenses	Society
Betting/Wagering	
Operation/Promoting/Assisting	
Gambling Equipment violation	
Sports tampering	
Homicide Offenses	Person
Murder/Non-negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Kidnapping Abduction	Person
Larceny/Theft Offenses	Property
Picket-picking	
Purse snatching	
Shoplifting	
Theft from a Building	
Theft from a Coin Machine	
Theft from a Motor Vehicle	
Theft of Vehicle Parts	
All Other larceny	
Motor Vehicle Theft	Property
Pornography/Obscene Material	Society
Prostitution Offenses	Society
Prostitution	
Assisting/Promoting Prostitution	
Robbery	Person
Sex Offenses	Person
Forcible Rape	

Forcible Sodomy	
Sexual Assault with an object	
Forcible Fondling	
Sex Offenses, Non-forcible	Person
Incest	
Statutory Rape	
Stolen Property Offenses	Property
Weapons Law Violations	Society

GROUP B OFFENSES (CRIMINAL)

OFFENSE

AGAINST

Bad Checks	Property
Curfew/Loitering/Vagrancy	Society
Disorderly Conduct	Society
Driving Under the Influence	Society
Drunkenness	Society
Family Offenses, non-violent	Society
Liquor Law Violations	Society
Peeping Tom	Society
Runaway	Not a crime
Trespass	Society
All other offenses	Person, Property, Society

ENCOUNTERS

PURPOSE: To define policies regarding duty encounters with persons on campus

BACKGROUND: Encounters with others on campus

Moments of encounter with others during a tour of duty are divided, by legal standards, into three (3) distinctive categories:

1. Consensual Encounter
2. Detention Encounter
3. Arrest Encounter

1.) **CONSENSUAL ENCOUNTER:** (an adjective describing mutual consent without an act of writing such as a contract). An individual officer is free to approach and "ASK" person or persons on campus a question(s). This is the same right afforded to and enjoyed by any private person in any place where the person has a right to be. The directive here is that the encounter be initiated by a non-interrogative question, such as; "excuse me, would you mind talking with me for a moment?" To initiate an encounter with "stop", "hold it", "wait" would initiate a "detention" type encounter and not a consensual one.

In a consensual encounter, the person being questioned consents to the conversation by the fact that he/she responds with answers. The person is under no legal obligation, however, or compulsion to answer questions during a consensual encounter. Nor is the officer compelled legally to advise the person of this. The person may, if he/she desires, walk away at any time. It is at this time the officer must decide as to how to proceed further should this or a refusal to answer occur.

2.) **DETENTION:** (an act of detaining or holding back, not custody) It is possible that after initiating a "consensual encounter" an officer determines that reasonable suspicion, cause and justification to detain exists; this is normally based on the nature and gravity of the event, responses to questions or lack of responses during a consensual encounter and the facts learned while conversing during a consensual encounter. If an officer who has initiated a consensual encounter determines that there exists "reasonable suspicion" that illegal activity a.) has taken place, b.) is about to take place, c) is currently taking place, he/she may "detain" that person for purpose of investigating further. Although the person is not free to go at this point, it is NOT AN ARREST nor is that person in custody. The person will be free to go once the officer is satisfied that probable cause for arrest does not exist. In a detention, as in a consensual encounter, the person being questioned consents to be questioned by the fact that he/she responds with answers. That person, as in a consensual encounter, is under no obligation or compulsion to answer said questions. The officer, likewise is not legally obligated to advise the person of this. The person's answers or refusals to answer may be considered when deciding as to the course of next action.

If investigation during brief detention leads officers to no recognizable facts to support any other action, the person detained is to be allowed to leave. An explanation of the detention

is in order from the officer to the detainee. Sensitive or confidential information regarding the detention is NOT, however, to be released

NOTE: If a detained person, who is a student, runs away from officers during a detention encounter, officers are NOT to pursue and involve themselves in a physical altercation. Instead they are to pursue other means of investigation, i.e. Faces, question others, etc. If the detained person, who is NOT a student, (intruder, trespasser, etc.) runs away from officers during a detention encounter, officers are NOT to pursue and involve themselves in a physical altercation. Instead, officer is to notify radio operator who in turn should notify Police of a "suspicious person" on campus. Exception: the potential for death or bodily harm to a third person or the suspect himself exists and the flight could be considered a danger to the surrounding area or a danger to himself.

POSSIBLE ARMED PARTIES: It is possible that such encounters, either consensual or detained could be with an armed party. Officers are advised to ALWAYS visually "frisk" the subject, looking for obvious signs of being armed. During a detention encounter, it is lawful for an officer to "pat down" the detained person for weapons only. So long as there is no INTRUSION into areas of clothing, officers are allowed by law to check areas of clothing by Kneading the areas, feeling for anything that might be a weapon. This too, is described as lawful under Terry vs. Ohio. The only allowable technique for this measure of protection is as detailed in the training course.

Armed party observed: If, upon observing a person to be armed, the officer is to withdraw and contain. He/she is to monitor the situation accurately and timely and notify NMPD if necessary. Officers should try to maintain a visual containment of the subject until police arrive and are relieved. Warn nearby parties of the danger and evacuate them from the area if possible. At all times, officer is to consider his/her and bystander safety when responding to this type of incident.

Detention investigation leads to an arrest: It is possible that during a detention, factual information is gathered that would lead to an arrest. Or the officer actually witnessed the offense and has the "intent" to charge the perpetrator as an official college representative. Should this occur, NMPD is to be notified immediately.

If the offense is a misdemeanor and the officer has determined that he/she, as an official representative of the College who witnessed the offense, has the intent to "charge" the individual with the offense, the officer is to notify NMPD immediately and turn over for transport.

Although a College campus in the past has been considered a "sanctuary" from public enforcement, this is not true now. Officers, however, should be aware that structure to discipline student violations does exist within the college and when appropriate, internal discipline should originate from "in house" charges rather than public offenses.

- 3.) ARREST: (the taking into custody a person with the clear intent to charge publicly for an unlawful offense)

Once an officer determines that he/she has an intent to charge an offender with an offense, either felony or misdemeanor, he/she may, at that time, restrain the subject by using handcuffs. All handcuffing must be accomplished by using approved techniques heretofore covered in training.

Once the encounter turns from consensual or detention to an arrest encounter, the officer is to call NMPD at once.

If an arrest is initiated by a Fisk Public Safety officer, NMPD is called to transport. The Public Safety officer is the "arresting officer" and should complete the necessary paperwork detailing the arrest regarding offender personal information and offense or violation information. NMPD will then file a "hearsay" affidavit on the officer's behalf. (NMPD arrest ticket forms will be on file)

If offender escapes custody of the officer before NMPD arrives on the scene and the intent to charge had already been determined, pursuit is NOT advised. Instead, notify NMPD of description, direction of flight, and intended charges. If located by NMPD, the above information will apply. If not located but officer has name, address and date of birth of the subject, officer may, at a later date, file for a warrant arrest of the individual violator.

MISDEMEANOR CITATION: Once NMPD arrives on the scene of an arrest initiated by a Campus Safety officer, the NMPD officer may decide to utilize a "Misdemeanor Citation" in lieu of a custodial arrest. This is done in lieu of physical custody and the offender is allowed to leave after being given a court date and Bureau of Identification date.

WARRANTS: If after witnessing a misdemeanor or felony, officers were unable to catch the offender they may seek an arrest warrant from Judicial Authority. This, however, must be preceded by a thorough investigation and supported by accurate and pertinent factual information

“HOSTILE INTRUDER, ACTIVE SHOOTER”

- **Exterior grounds areas outside**
- **Interior of non-residential facilities**
- **Interior of residential facilities**

Hostile Intruder(s) on the Grounds of the College

This is a police response situation. Responding Public Safety Officers are not usually trained or equipped to confront an armed suspect, but they will make every effort to assist with the police response and take every action possible to assist with evacuation and intelligence on the situation.

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, we recommend the following procedures be implemented:

- Run away from the threat if you can, as fast as you can.
- Contact Public Safety at X8777 if possible or dial 911 on a cell phone.
- Do not run in a straight line.
- Keep vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands. Do not appear to pose a challenge—be submissive.
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

This training guide cannot cover every possible situation that might occur but it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

Hostile Intruder in a Non-Residence Hall Building

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, we recommend the following procedures be implemented.

While the guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus:

- Faculty should immediately lock the students and themselves in the classroom if possible. Cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call #8777.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
 1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
 2. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
 3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 4. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
 5. If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.
 6. Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Hostile Intruder(s) in a Residence Hall

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

- Lock yourself in your room.
- If communication is available, call X8777 or 911.
- If away from your room, join others in a room that can be locked.
- Do not stay in the open hall.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- Lock your window and close blinds or curtains.
- Stay away from the window.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If you are caught in the open such as hallways and lounge areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on your actions.
 1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the dorm looking for more victims.
 2. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person (s) while in the building. Once outside, do not run in a straight line.
 3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 4. The last option you have if caught in an open area in the dorm maybe to fight back. This is dangerous, but depending on your situation, this could be your last option.
 5. If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.
 6. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Active Shooters

An active shooter is a suspect that causes death and/or serious bodily injury through the use of a firearm. It is a dynamic situation that usually evolves rapidly, and demands

immediate deployment of law enforcement resources to terminate a life-threatening situation. Immediate deployment will involve the first officers on the scene taking aggressive action to find and stop the killing. The goal is to contain and isolate the individual with the gun, and to facilitate the safe release of any hostages or threatened persons.

Follow the steps below:

- As a general rule, DO NOT approach the person with the weapon
- Move immediately out the area to a safe location if you can
- Notify others of the danger as you leave the area
- Call 911 (on campus dial 2HOTT (2-4688) and inform them of the situation
- Do not reenter the area, and take steps to prevent others from doing so until authorities arrive
- Once you are in a safe area, do not leave unless a police officer escorts you out
- Remain as calm and as quiet as you can
- Do not attempt to rescue others unless you have been trained, or can reach them in a safe manner
- Above all, do not endanger yourself.

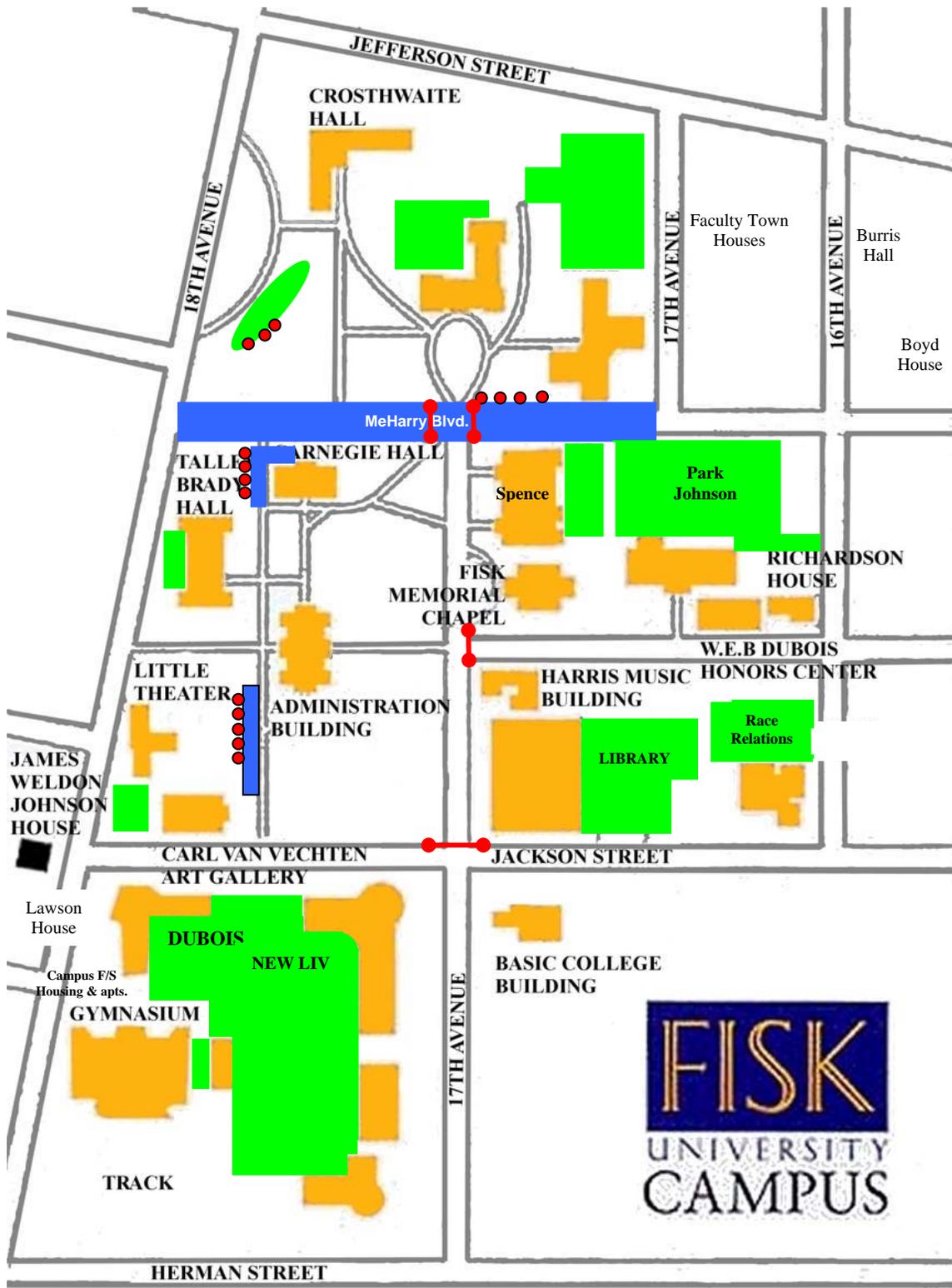
Once notified of an active shooter, campus or local police will likely be one of the first responders on the scene. Police are trained to respond to an active shooting incident by proceeding to the origin of audible gunfire. This may be in an open area such as a Parking Lot or inside a building. The police will move quickly into the affected area until the shooter is located and stopped or no longer a threat to life or safety. If you are wounded or with someone who may be wounded, expect the officers to bypass you in their search as they must find the shooter and eliminate the threat.

To assist police, please remain calm and patient during this time, to prevent any interference with police operations. If you know where the suspect is, have his description, tell the police. Rescue teams will follow shortly to aid you and others.

If shooter enters your class or office:

- There is no set procedure in this situation. If possible call 911, or dial (2-4688) and talk to the police dispatcher. If you cannot speak, leave the line open so police can hear what is going on.
- Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the individual may be successful.
- Attempting to overcome the individual with force is a last resort that should only be initiated in extreme circumstances.
- If the shooter exits your area and you are able to escape, leave the area immediately or barricade your self inside using desks, chairs or other heavy objects.
- Do not count on walls or doors to be sufficient protection from bullets.

PARKING MAP



- Faculty/Staff Parking
- Faculty/Staff "Reserved" Parking
- General – Student Parking Areas

Parking Regulations

The Occupational Safety and Health Act (OSHA), Nashville Fire Protection Laws and insurance regulations as well as general safety precautions make parking and traffic control on campus a necessity. Written regulations and appropriate signage are established to facilitate traffic flow, control parking and protect fire lanes and unloading areas as are designated. Regulations and procedures have been developed for using a motor vehicle on campus. Details are furnished here on the Public Safety Web Site and later in a printed brochure and both student and employee handbooks.. If you have any questions, please contact the Public Safety office at (615-329-8777)

Registration of Motor Vehicles. All members of the Fisk University community who park on campus are required to register their vehicles with the Public Safety Department and display a current registration permit, if they plan on either driving or parking on campus property. If a member of the Fisk University community drives a vehicle on campus, it must be registered with either a permanent or temporary registration decal.

Registration decals will be distributed at the time of registration/validation in person and in the Public Safety office. Students who will not be using a vehicle on campus and/or plan to park off campus should also complete the appropriate portion of the same form and return it to the Public Safety Office. Faculty and Staff should register their vehicles through the Auxiliary Services Office located in Carnegie Hall. Persons choosing not to register their vehicles for campus parking must still abide by all "off campus" parking regulations as listed below.

Registration Decals. Decals indicate registration information and specified parking areas. They must be properly affixed to the lower left, inside driver's side front windshield or if it is the hang down version, hang from the rear view mirror.

Handicap Parking (to include temporary handicap). Vehicles parked in handicap spaces must display proper handicap placard or license information. The Nashville Police Department and Public Safety can also cite violations with fines of \$50 to \$100. If a "temporary" handicap need arises for students, petition must be made to the appropriate Department Chairperson and Director of Public Safety.

Vehicle Use On Campus

- **Entering Campus.** If a Public Safety officer is on duty at any entrance onto the campus to control traffic for an event or otherwise direct the flow of traffic, drivers must stop or slow down enough to be acknowledged and identified before continuing.
- **Moving Vehicle Regulations.** The maximum speed limit on College property is 15 mph (Except for Jackson St at 17th Ave (posted speed is limit). Vehicle operators must have their vehicles under control at all times regardless of their speed to avoid collision or endangering others' well-being. Vehicle operators who fail to control their vehicle, who endanger others' well-being, or who have the potential to endanger others while operating a vehicle are subject to being held accountable for reckless driving.

Driving under the influence of drugs/alcohol on campus is strictly prohibited and will be prosecuted with police involvement.

Driving is permitted only on designated, surfaced drives. No vehicles are allowed on grass, lawns or fields without special permission. This includes parking on grass, lawns or fields.

- **No Parking Areas.** Off ramps, such as those behind Spence Hall, between Spence Hall and Shane on Meharry St. provide access to buildings for fire fighting equipment and must remain open. Additionally, off ramps provide routes of egress to open areas from many of the campus buildings in case of fire and must be kept free of parked vehicles. If a space is not marked as a parking space, it is considered a violation to park in the space and will be cited as such.
- **Fire Lanes.** Fire lanes are currently designated as all roads throughout the campus. Persons who park in these areas are not only in violation of Fisk University parking regulations, but of the City of Nashville Ordinances as well. Violators' vehicles will be towed by the City of Nashville in addition to a citation from the Nashville Police Department and Fisk University. Fisk University Public Safety may also tow and cite violators' vehicles.
- **Illegal Parking.** All legal parking areas within College property are clearly indicated both on site and in publications. Parking in areas other than those properly lined as parking spaces is a violation and will be cited. Parking along curbs, unless clearly marked as a parking space or unless otherwise authorized is strictly prohibited (except on public roadways where appropriately marked)
Visitor parking is considered "reserved" twenty-four hours per day, seven days a week. Areas designated as visitor parking are strictly reserved for visitors to the campus only. Unauthorized parking will be cited and vehicle may be towed.
- **Reserved,** signed Parking spaces are premium paid slots and any car parked in a reserved spot will be towed at the owner's expense.

Off Campus Parking. While parking on campus is recommended, those who choose to park on streets near Fisk University should be aware of restrictions imposed by both the City of Nashville and also those regulations held by Fisk University College. All persons are expected to comply with the below "off campus" parking regulations. City of Nashville parking restrictions are so marked.

Temporary Parking Locations. Temporary parking for loading and unloading has been designated. These areas are for the specific use of loading and unloading and authorized for fifteen (15) minute periods only and further for loading and unloading only. Use of these areas for any other reason is strictly prohibited.

Obstructing Traffic Charges. If a vehicle is parked in such a way whereby two vehicles cannot pass abreast of each other safely because of the parked vehicle, it will be cited for obstructing traffic.

Use of Emergency Flashers. Use of emergency flashers does not justify parking in violation of regulations and is not an appropriate cause for appeal. Use of flashers does not legitimize a violation of parking regulations. Time elapsed is not an element of a violation. Violating a parking regulation "for only two minutes to run inside" is not a defense for the violation.

Penalties. Fines assessed for traffic and parking violations are indicated on the citation. Payment of the fine is required within ten (10) calendar days of the date of issue regardless of intentions to appeal. If payment is not made for a citation (regardless of pending appeal) a hold will be placed on the student's account. If an appeal results in a voided citation, the cashier's office will issue a refund or credit the account of the student. If an appeal is not made by the 10th calendar day following the citation, it will not be considered for appeal and a hold will be put on the account until the fine is paid.

Appeal of Citations. If students or employees of the college believe they have received a citation in error, they may ask for an appeal of the charges through the Traffic Appeals Board. This board is made up of representatives from the faculty, staff and student populations and is also very involved in the development of all traffic and parking control regulations.

To file an appeal, the student or employee must do so within (10) calendar days of the offense. Otherwise the right to appeal is forfeited. Students and employees must also pay the fine cited before the appeal is heard. If the appeal results in a voided citation, the cashier's office will issue a refund. An appeal may be written on the back of the citation copy or a letter attached to the citation. All appeals will be heard before the end of the academic year and all will be notified of the outcome.

Fisk University Parking

	Regular	Reserved	Handicapped	Total
Jubilee Lot	79	2	3	84
Crosthwaite Loop	13	5	0	18
Spence Hall Lot	52	0	0	52
Library Lot	38	0	0	38
Post Office	0	1	0	1
Race Relations	43	0	0	43
Art Gallery Lot	20	0	1	21
Cravath Hall Lot	2	11	1	14
Tally Brady Hall	14	0	0	14
Carnegie Hall	46	8	3	57
Dubois/Gymnasium Parking	49	0	1	50
New Livingstone Hall	53	1	0	54
Meharry Street between Spence and Shane	11	4	0	15
Dubois St between Music Blding and Chapel	42	0	0	42
16 th Ave. & Jackson St	42	0	0	42
	504	32	9	545
Zone 1	102			
Zone 2	134			
Zone 3	106			
Zone 4	104			
Special Parking Areas Street Parking	99		Total Spaces	545

REVISED OP NOTES POSTING HELP 1/13/08

1. Turn on the computer or click the mouse to activate the screen and get the computer log in window
2. You first have to log onto the computer before you can get to the email icon. The window will ask you for your username and password.
3. Now the screen should open up for use. There is an icon called Microsoft "Outlook" – that is your email. .
4. Double click on this icon.
5. After double clicking on this icon, your personal Fisk email account will appear.
6. Once you sign in, check for new emails to you (supervisors) from me or your manager/supervisor or that have been automatically downloaded from security@fisk.edu. Read them and if you want to save them, check the box next to the message and in the menu above where it says "move to" click on that and move it to saved mail
7. When you're ready to write and submit your op notes, click on "new" at the top left of the window. You will get a blank email screen to start. Address it to me, rhatley@fisk.edu and to security@fisk.edu
8. SUBJECT LINE should be: OP NOTES Date, Time of duty, Shift 1,2,3
9. WRITE THE OP NOTES IN THE FORMAT AS SHOWN IN THE EXAMPLE IN THE BOOK
10. When finished, hit SEND

SEE NEXT PAGE FOR SAMPLE OF WHAT IT IS SUPPOSED TO LOOK LIKE...

EMAILED TO: Ralph Hatley at rhatley@fisk.edu
COPY OF EMAIL TO: security@fisk.edu

SUBJECT LINE: Op Notes 1st Shift, Tuesday April 1, 2008

BODY OF OP NOTES EMAIL: SEE SAMPLE BELOW

DATE: Tuesday April 01, 2008
SHIFT: 1st shift 7:00am - 3:00pm

ATTENDANCE:

Dispatcher: Kawanis Huggins
Supervisor: Fleeter Wade & Unit 2:
Zone 1: Matthew Turntine
Zone 3: Calvin London

Activity Log Notes:

11:00am and 2:00pm There were (2) tour busses today, all rounds were completed routinely and logged into log book. Nothing further to report change.

9:00am Suspicious person on campus, m/b early 20's, blue shirt and blue jeans
Walking and lingering about campus. See Incident report

9:45am Injury – student at Park Johnson. Fell down west stairs. Metro Ambulance on the scene. Did not transport. See Incident report

NOTE; All other activity reported as routine.

STATS:

Visitors signed in: 5
Accesses made: 6
Incidents Reported: 2
Accidents Reported: 0
Citations issues: 3
Alcohol Violations: 0

NOTE: SHIFT COMMANDERS AND SERGEANTS, PAY PARTICULAR ATTENTION TO THE DETAIL OF THE OP NOTES SUBMITTED ESPECIALLY THE STATS. THE DEPARTMENT USES THIS INFORMATION TO POST A "WEEKLY ACTIVITY LOG" ON OUR WEB SITE AND ALSO TO LATER JUSTIFY EQUIPMENT AND PLANNING NEEDS BASED ON "WHAT WE DO EVERY DAY"...SO BE ACCURATE PLEASE

ZONE ASSIGNMENTS & DUTIES

Note, the 1st shift, 7am-3pm will work the shortest staffed shift with one in (dispatch) and two out (patrol). The patrol district will be divided into two (2) zones, #1 and #2. #1 will be the largest zone and covered by mobile electric cart patrol. #2 will be smaller and covered on foot.

This will also apply to the 2nd and 3rd shifts on Sunday and Monday evenings and the rest of the work week, before 7:00pm and after 3:00am, depending on the number of staff scheduled

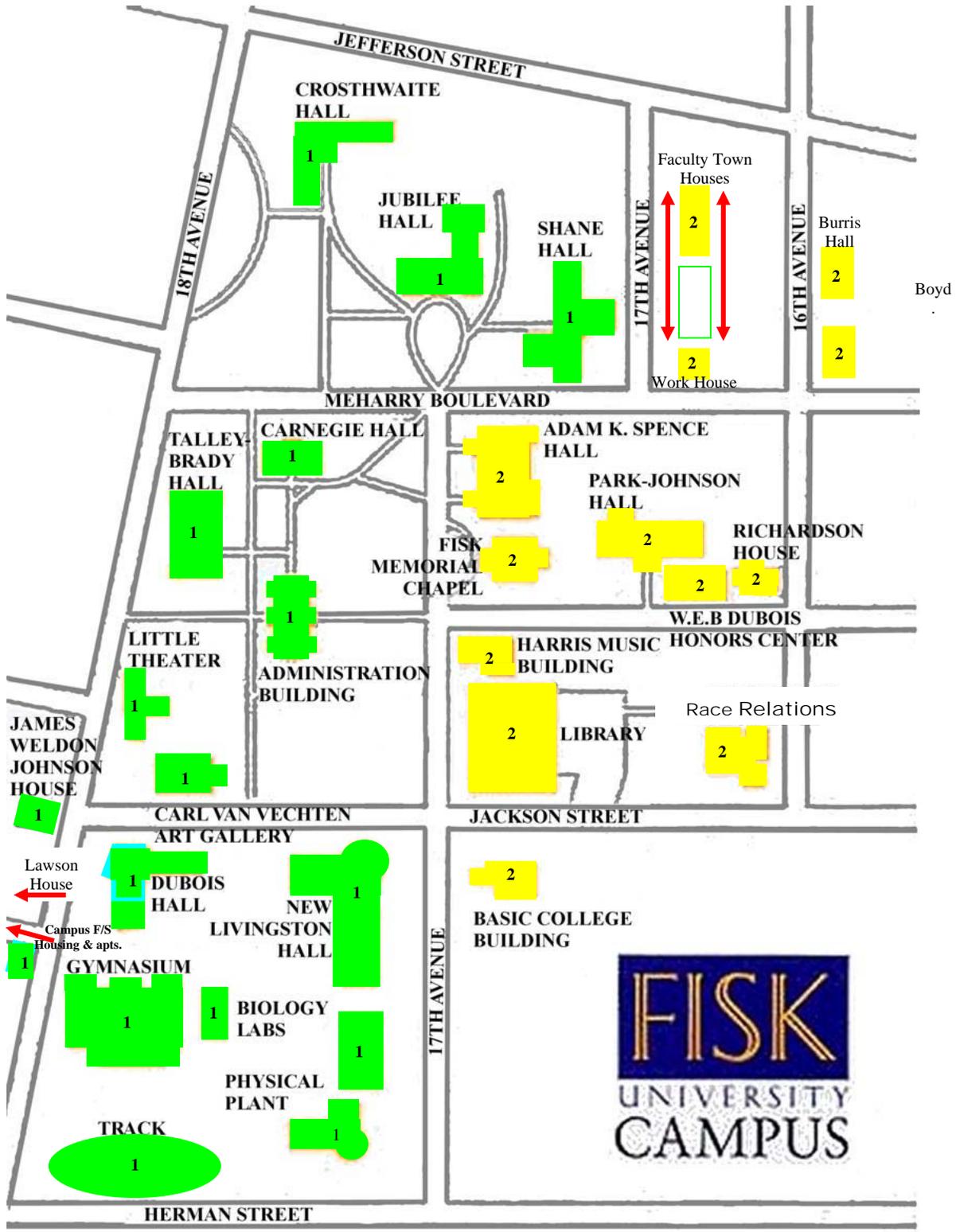
The schedule is developed to cover the most we can with the limited staff available, thus scheduling more staff during peak nights and hours, Tuesday through Saturday between 7:00pm and 3:00am during those nights/mornings. This will insure ample coverage during routinely busy times.

DEPLOYMENT RECOMMENDATIONS (see maps)

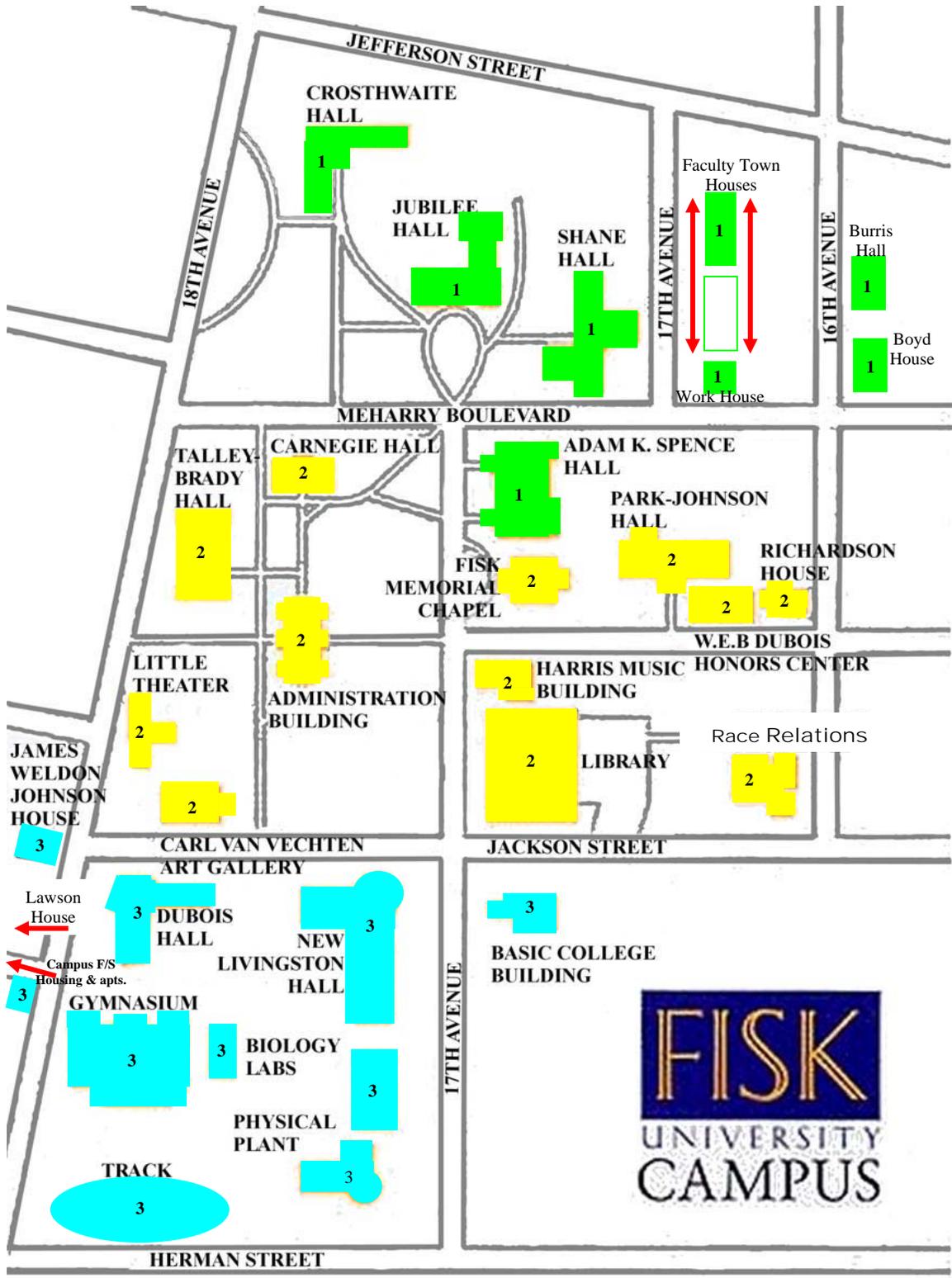
With 1 in 2 out: ALPHA COVERAGE

With 1 in 3 out: BRAVO COVERAGE

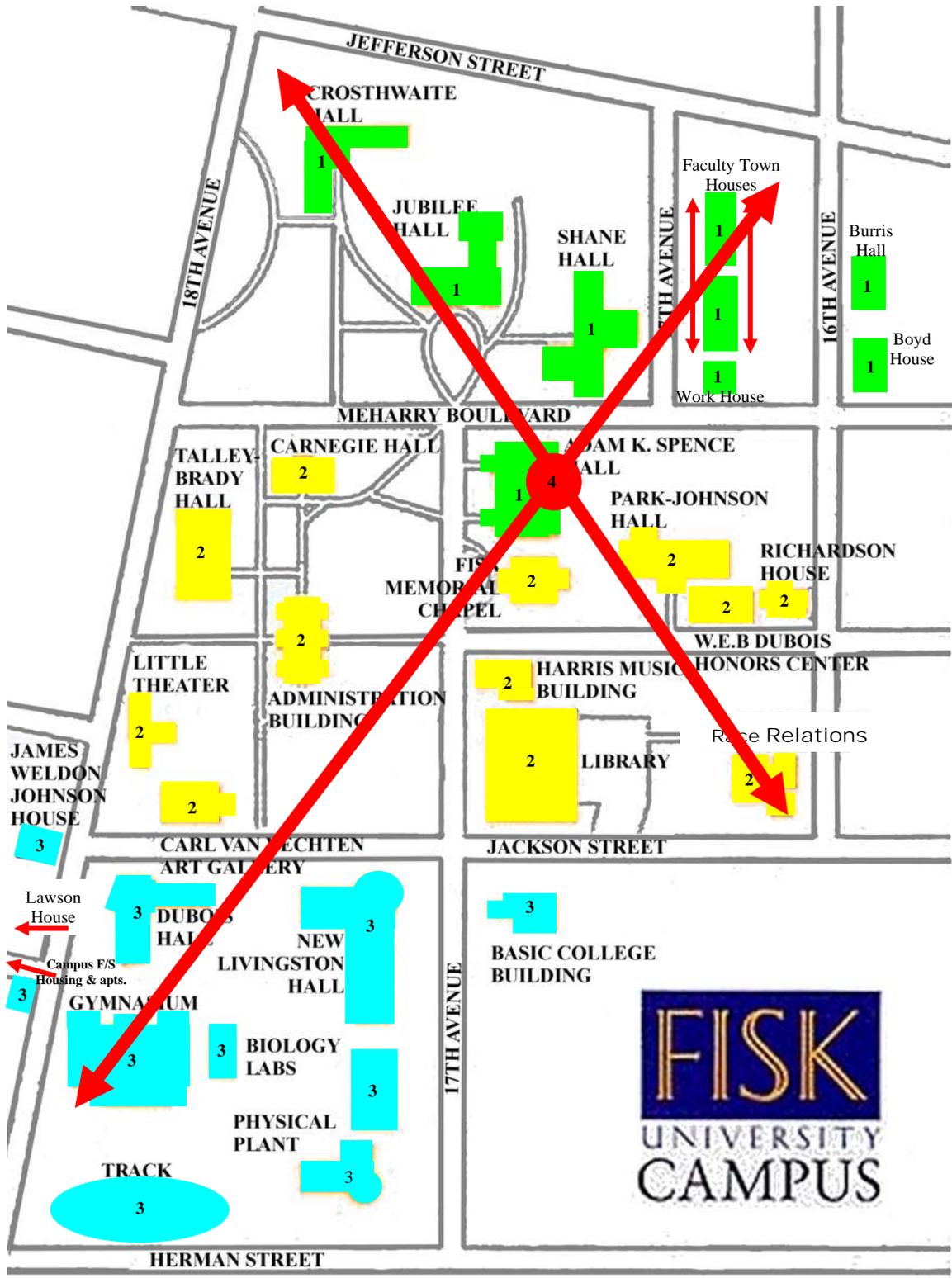
With 1 in 4 out CHARLIE COVERAGE



ALPHA COVERAGE (1 IN 2 OUT)



BRAVO COVERAGE (1 IN 3 OUT)



“4” At Large - Roaming

CHARLIE COVERAGE (1 IN 4 OUT)

RADIO USEAGE

Radio use is critically important as it represents the life-line between the officer and help. We do not use special 10 codes. We will simply “talk” on the radio but it is to be kept short and to the point. DO NOT have a “conversation” on the radio. Another officer may need to call for help and you’re talking away like you’re having a conversation with someone on the phone. GET ON AND OFF THE RADIO QUICKLY

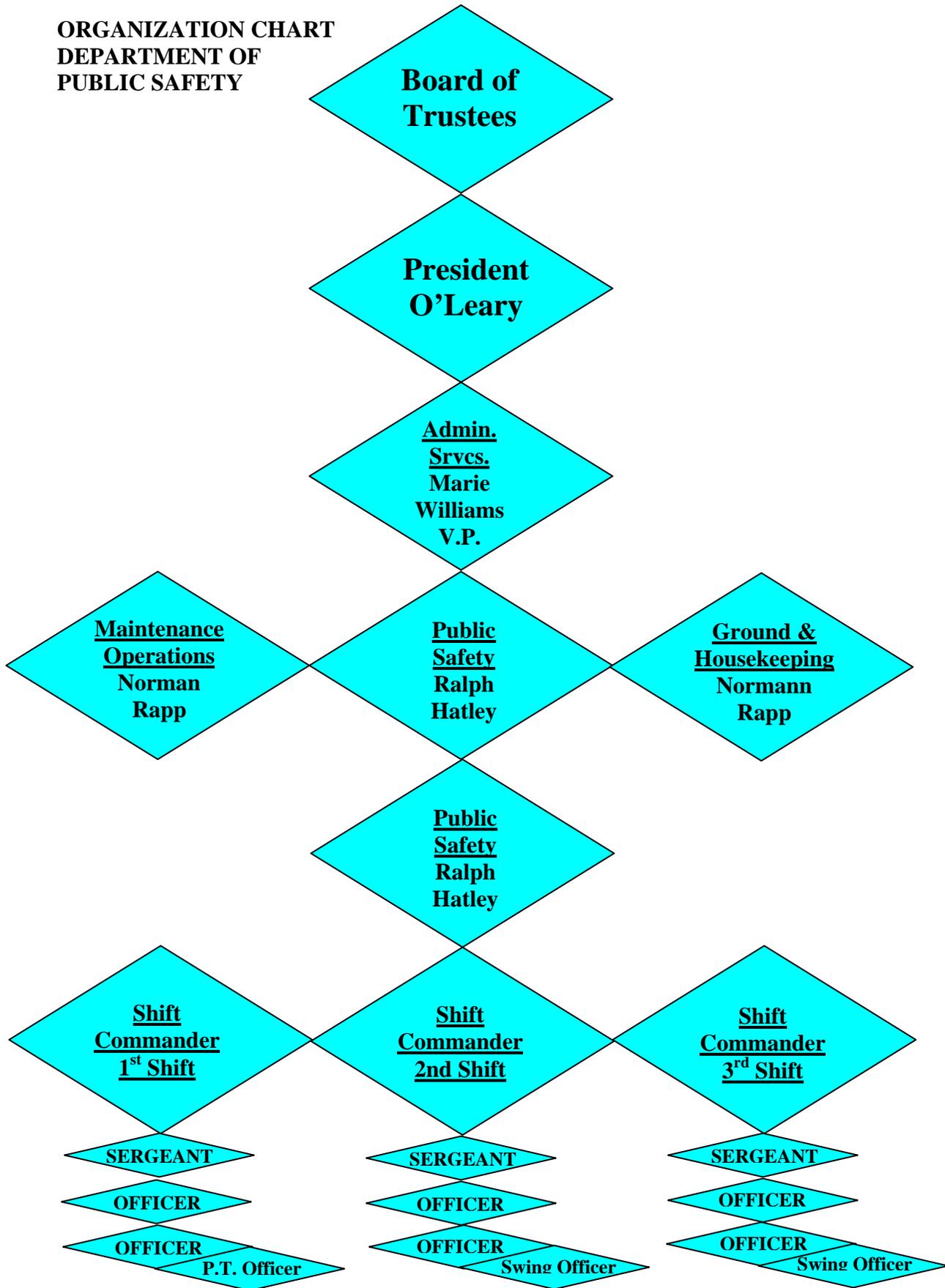
DO NOT TIE UP THE RADIO with long, extended conversations. Be short, simple, concise and to the point. To acknowledge you may say; “copy that”, “check”, “ok” or even “10-4”. Using the radio is nothing fancy. Say what you have to say and get off.

KNOW THE ALPHA CODE ALPHABET AND USE IT FOR RECITING LETTERS OVER THE RADIO:

ALPHA
BRAVO
CHARLIE
DELTA
ECHO
FOXTROT
GOLF
HOTEL
INDIA
JULIET
KILO
LIMA
MARY
NOVEMBER
OSCAR
PAPA
QUEBEC
ROMEO
SIERRA
TANGO
UNIFORM
VICTOR
WHISKEY
XRAY
YANKEE
ZEBRA

**EXAMPLE OF GIVING THE DISPATCHER A LICENSE PLATE “GUS 267” WOULD BE
“GOLF-UNIFORM-SIERRA-267”**

**ORGANIZATION CHART
DEPARTMENT OF
PUBLIC SAFETY**



GENERAL ORDERS

As this policy and procedure manual is to be used as a fundamental guide to the operation of the Fisk Public Safety Department, it is often necessary to supplement fundamental procedures and policies with supplements and additional information. As such, this information will be passed on to both the Public Safety command staff and officers through a General Order.

A General Order is simply an official memo from the Director of Public Safety to the Staff about a change in policy or procedure or an additional responsibility that befalls our duties. It is dated and outlined accordingly and should be initialed by every employee of the department. No exceptions

ACCESS CONTROL POLICIES

Often, professors, staff or administrators will request special access be given to a student or guest into their office or a classroom, dance hall, auditorium or gym. In such case, the requesting party must first email me, rhatley@fisk.edu, with a formal request to allow access, specifying the location, dates and times allowed. Only then will we access someone into an otherwise controlled area.

GYM: Access control to the gym is strictly at the discretion of Dr. William Head. Normally, Dr. Head will let us know when someone is or is not authorized. Note, some people will try and make us believe that Dr. Head authorized their use of the gym, but without written notification (such as mentioned above), we are not to allow said access. When in doubt, try and contact Dr. Head by phone to confirm.

CALENDAR OF EVENTS

Each Wednesday morning, Director Hatley meets with other college officials about upcoming events on campus. Included in this meeting are reoccurring events.

A calendar is produced by Tabitha Beasley listing all special events that have been approved, pending approval or cancelled. The calendar is replaced each week in the "Special Events" log book in the Squad Room.

Each shift should check this book before beginning their shift rounds as a newly scheduled event may affect what buildings/rooms, etc. are opened or secured.

Any "last minute" events that may arise will also be placed in this book in the form of a hard copy of the email regarding that event or a General Order (in which case would also be placed in the General Order book).

DAILY POST ORDERS (clipboard)

Clipboards with specific labels will also be placed in the Squad Room for all staff to review. Any and all relevant information with regard to our department, our responsibilities will also be placed on this clipboard. This information should also be reviewed at the beginning of

each shift by all staff members. This clipboard posting may duplicate what is in the GO or Special Events book, but it is just another layer of precaution to insure that everyone knows what is happening on campus and when.

EMERGENCY RESPONSE FORMAT

The Emergency Management Plan contains two sections dedicated to emergency response:

Attachment B: Incident Commander Action Steps
Attachment C: Incident Response Plan

1. Attachment B: Incident Commander Action Steps

This Attachment contains of two general checklists for the University Incident Commander. The first checklist is for the pre-disaster alert, watch and warning periods. The second checklist is for use in the immediate post-disaster period. Various emergency/disaster events are then listed and suggested guideline action response steps for the University Incident Commander and the Incident Response Team are identified.

2. Attachment C: Incident Response Plan

This Attachment is also organized by various emergency/disaster events and provides action steps to be taken by the initial responders. In addition for use by individuals responsible for executing the University's Emergency Management Plan, it is intended for use and widespread distribution to all faculty and staff.

INDIVIDUAL ROLES

1. Role of the President

This plan is promulgated under the authority of the President of the University. All decisions concerning the discontinuation of university function, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the University Incident Commander and the Emergency Management Team, the President shall be responsible for declaring a major institutional emergency.

2. Role of the University Incident Commander; Marie Lang (CAO)

The University Incident Commander is a senior member of the Emergency Management Team and is in charge of the Incident Response Team. The University Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation.

3. Role of the Emergency Management Plan Coordinator; Ralph Hatley (Public Safety Director)

The Emergency Management Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

4. Role of Faculty and Staff

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action.

All Faculty and Staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems (hurricanes, winter storms, floods, etc.).

5. Role of Students; Student Government Officers

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently.⁽¹⁾ Students should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

(1) Faculty, Staff and Students should also be able to execute Emergency Lockdown and other safety procedures as outlined in the Incident Response Plan.

Organization

The University's Emergency Management Plan consists of three major elements:

- Emergency Management Team
- Incident Response Team
- Unit Plans with supporting Response Plans

EMERGENCY MANAGEMENT TEAM (EMT)

1. Responsibilities

The Emergency Management Team is an assemblage of University officials appointed by the President to advise and assist in making emergency-related policy decisions. A principal responsibility for the Emergency Management Team is to keep managers focused on the right set of priorities in a crisis situation. Accordingly, the responsibilities of this body include:

- Gather and analyze conditions throughout the University
- Allocate and direct distribution of resources to accomplish the purposes of this EMP
- Request needed resources that are unavailable internally from available outside resources
- Responsibility for final plan approval and for final policy decisions.

2. Membership

Emergency Management Team Members are as follows:

Table 2.1 – Emergency Management Team Members

- President
- Chief Administrative Officer (Administrative Services) – Marie Lang
- Provost – Academic Affairs: Dr. Reavis Mitchell (alternates: Shelia Peters - Warren Collins)
- Vice President for Business & Finance –Spence Manners
- Dean of Student Life – Barbara Murrell (alternate – Jason Meriwether)
- John Springer – Vice President of University Access and Information
- Stacey Garrett – Legal Counsel
- Sherri Rucker – Executive Assistant to the President
- Ken West – Director of Communications (alternate – Greg Bryant)
- Current Student Government President
- Incident Response Team Leader – Director of Public Safety, Ralph Hatley

Structure

The Emergency Management Team is organized in a “committee-type” structure chaired by the President of the University.

INCIDENT RESPONSE TEAM (IRT)

1. Responsibilities

At the direction of the University Incident Commander, the Incident Response Team (IRT) is responsible for Emergency Management Plan (EMP) execution during an emergency situation. The Incident Response Team reports directly to the Emergency Management Team via the University Incident Commander. The IRT is comprised of management personnel representing areas of the University that have critical EMP execution responsibilities as follows:

Table 2.2 – Areas of Critical Responsibility

- Public Relations
- Public Safety
- Facilities & Environmental Health & Safety
- Academic Affairs
- Student Life
- Information Technology
- Finance & Business Services
- Human Resources & Administrative Services
- Student Health Services (General Hospital nearby – not on campus)
- Food Services

- Student Government Leadership
- Other key University Services added as necessary

2. Membership

The Incident Response Team includes both primary and alternate members. Primary members are management personnel who are familiar with their unit’s planning responsibilities. Alternate members are also management personnel who are familiar with their unit’s planning responsibilities. Alternate members direct and execute their Unit Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members need to be knowledgeable of overall EMP operations. Members must also be available during a crisis situation. IRT Members and IRT Alternate Members are identified on the next page. IRT Members and/or IRT Alternate Members are required to attend annual Plan Exercises organized by the Emergency Management Plan Coordinator.

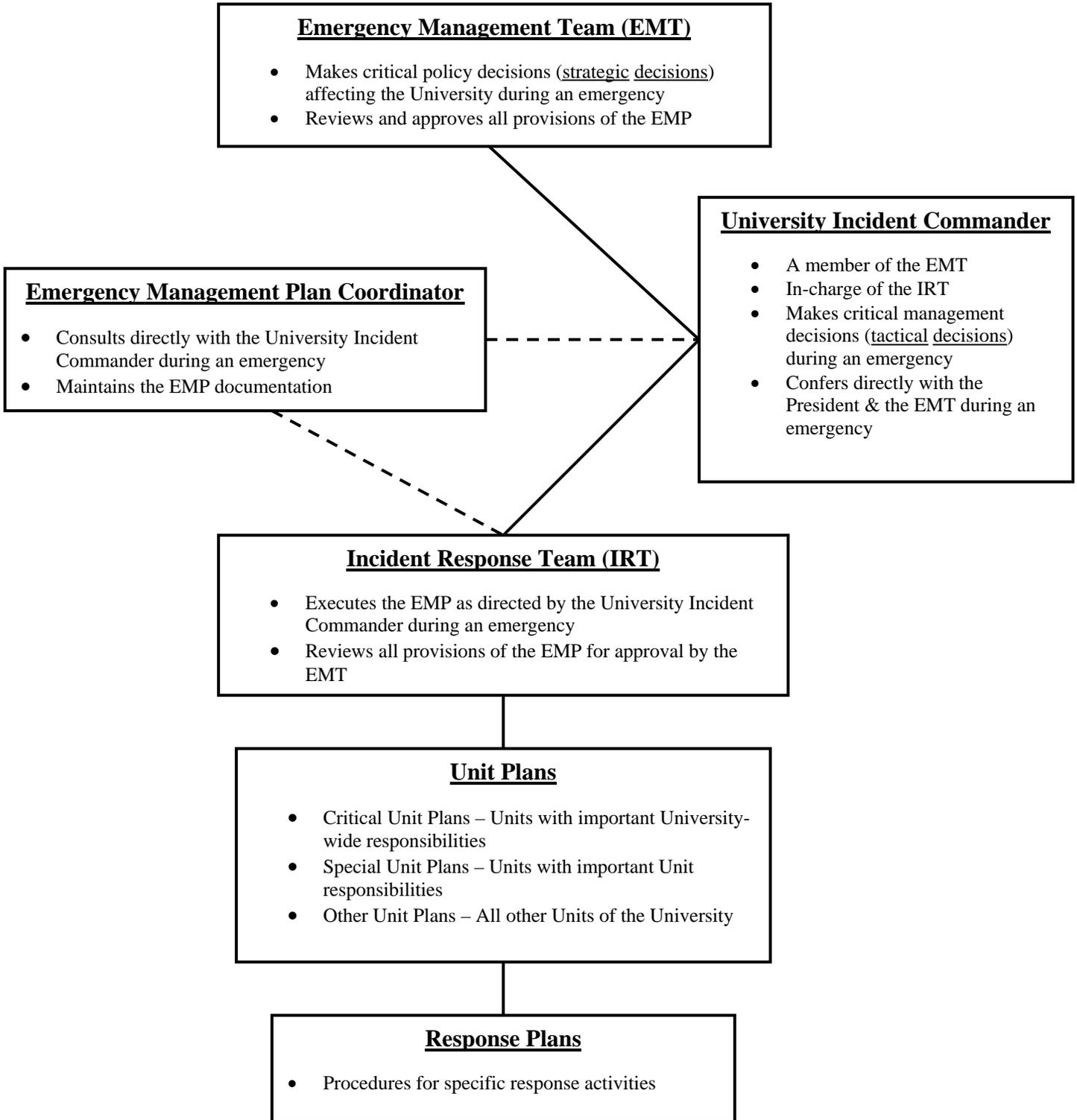
3. Structure

The Incident Response Team is organized under Incident Command System headed by the University Incident Commander.

Table 2.3 – Incident Response Team Members

<u>Area of Responsibility Member(s)</u>	<u>Primary Member</u>	<u>Alternate</u>
Public Safety	Ralph Hatley	
Facilities, Environmental Health/Safety	Norman Rapp	
Academic Affairs	Reavis Mitchell, Shelia Peters/Warren Collins	
Student Life	Barbara Murrell , Jason Meriwether	
Information Technologies	Bobby Harris , John Springer	
Finance & Administration/Business Srv.	Spence Maners	
Human Resources	JaCenda Davidson	
Student Health Services	Located off campus at General Hospital	
Counseling Services	Sheila Peters	
Food Services	Pending as of 6/08	
Administrative Services	Marie Lang, Jennifer Buck	

Chart 2.1 – EMP Organization Relationships and Primary Responsibilities



Section III – Plan Activation & Operation

LEVEL OF RESPONSE

In responding to any emergency it is important for the University Incident Commander to classify severity or level of the event. This plan utilizes the following definitions:

Level 1 – Minor Incident. A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the University. Examples would be a contained hazardous material incident, or a limited power outage. The initial responders and/or Public Safety typically handle the situation.

The University Incident Commander may be notified, but the Emergency Management Plan is not activated (neither the Emergency Management Team nor the Incident Response Team respond).

Level 2 – Emergency. Any incident, potential or actual, which seriously disrupts the overall operation of the University. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Public Safety cannot handle the situation.

The University Incident Commander is notified and the Emergency Management Plan is activated and outside support services may be required.

A major emergency requires activation or partial activation of the Emergency Management Plan (the Incident Response Team is assembled and the Emergency Management Team is consulted). Several Unit Plans respond and outside emergency services may also be involved.

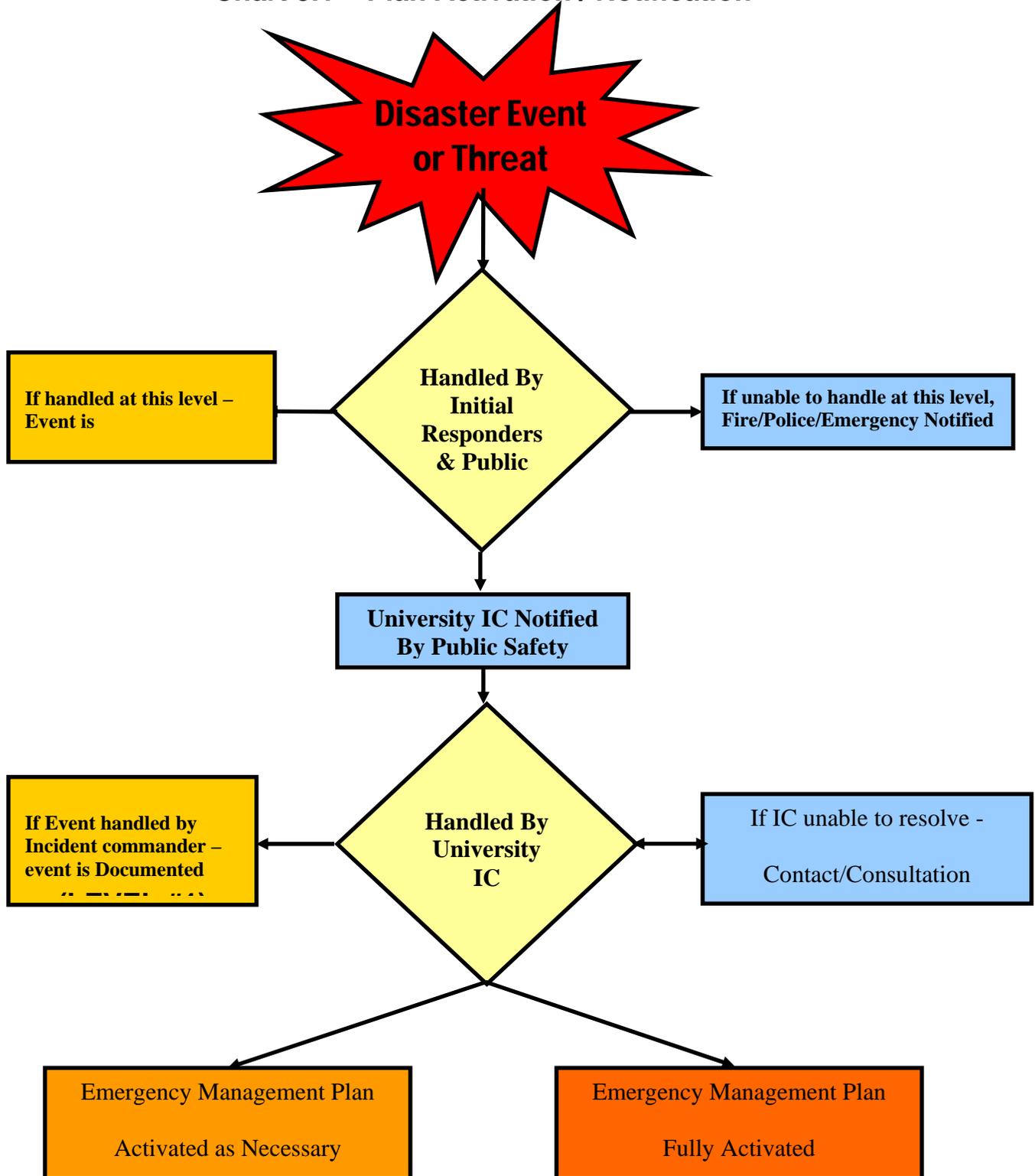
Level 3 – Disaster. Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. Examples would be a hurricane, a damaging tornado or other community-wide emergency. The event would likely disable university operations for at least 24 hours and outside emergency services would not always be available.

In some cases, large numbers of student, staff and faculty casualties and severe property damage may be sustained. A Disaster requires activation of the Emergency Management Plan (the Incident Response Team is assembled and the Emergency Management Team is consulted). Most if not all Unit Plans respond and outside emergency services will likely be involved.

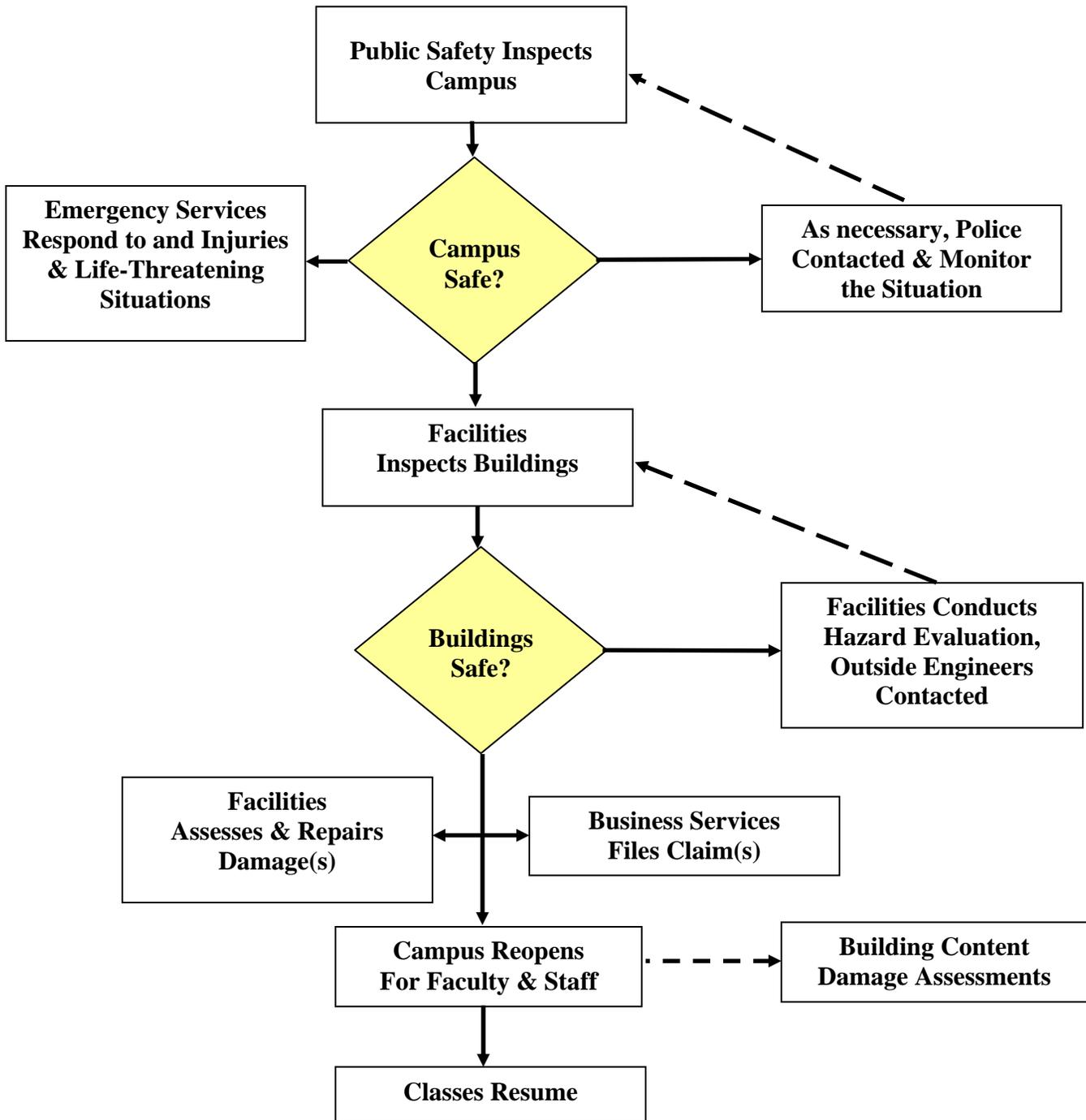
Table 3.1 - Expected Impact

Scope	Level – 1	Level – 2	Level – 3
University Activities	Minimal and localized. Most University activities not impacted	Significant. University activities localized shutdown	Very Significant. University activities shutdown for a period of time
Faculty, Staff and Students	Site-specific localized impact. - Injuries possible	Site-specific or general impact with possible disruptions. Injuries possible	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern
Media Coverage	None expected	Limited local coverage	Local, regional and possible national coverage
Public & Government Concern	Limited	Potential exists for an embarrassing situation. Government agencies may investigate	Potential exists for an embarrassing situation and government investigations or hearings
IRT involvement	Limited or none	Conditionally involved	Actively involved
EMT involvement	Probably none	Consulted as needed	Consulted regularly and actively involved

Chart 3.1 – Plan Activation / Notification



Campus-Wide Emergency Recovery Steps



COMMAND POSTS

1. Emergency Command Post

In an isolated emergency (typically a Level 2 Emergency) the University Incident Commander and all summoned Incident Response Team Members will report directly to the Emergency Command Post (ECP). Emergency Management Team Members will also be contacted and may also be present.

The ECP is a designated area near the site of the emergency but located a safe distance from and generally upwind of the emergency site. The University Incident Commander will direct response activities and work assignments from the ECP.

2. Emergency Operations Center

In a campus-wide emergency (typically a Level 3 Disaster) the University Incident Commander and all summoned Incident Response Team Members will report in the Emergency Operations Center (EOC). Emergency Management Team Members will also be contacted and may also be present.

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Incident Response Team and the Emergency Management Team may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

The primary EOC is located at:

CARNEGIE HALL – BASEMENT LEVEL

If the primary EOC is inaccessible the backup EOC on campus will be located at:

SPENCE HALL – STUDENT AFFAIRS ADMINISTRATIVE OFFICE – LOWER LEVEL

If the both EOCs are inaccessible the backup EOC off campus will be located at:

MEHERRY GENERAL HOSPITAL (arrangements and agreements need to be made well in advance of a disaster response need)

CAMPUS RECOVERY

After a Disaster where University operations have been shut down the entire campus environment may be dangerous. As illustrated in the following table the first recovery step is to secure the campus and then to secure all University facilities. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal University operations.

STAFF SCHEDULES

	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>	
ALPHA Shift (7am-3pm)								
Commander			X	X	X	X	X	40
Sergeant	X	X	X	X			X	40
Officer		X	X	X	X	X		40
Officer	X	X			X	X	X	40
Part Time Officer	X		From 7pm-3am 3 zones				X	16
					From 7pm-3am 3 zones – 1 at			
BRAVO Shift (3pm-11pm)								
Commander			X	X	X	X	X	40
Sergeant	X	X	X			X	X	40
Officer	X	X	X	X	X			40
Officer	X			X	X	X	X	40
CHARLIE Shift (7pm-3am)								
Officer			X	X	X	X	X	40
Officer	X	X	From 7pm-3am 3 zones		X	X	X	40
					From 7pm-3am 3 zones – 1 at			
DELTA Shift (11pm-7am)								
Commander			X	X	X	X	X	40
Sergeant	X	X	X			X	X	40
Officer	X	X	X	X	X			40
Officer	X			X	X	X	X	40

14.5
FTE

Departmental Rules and Regulations

PURPOSE: To establish written standards of conduct and behavior by the members of the Rhodes Department of Public Safety.

DEFINITIONS:

The term "member" means any person employed or assigned to the workforce of this department, including both regular employees and student workers.

The personal pronouns "he", "him", "his", etc. include both the male and female genders.

The term "reasonable belief" means such belief as would appear reasonable to the ordinary and prudent person with similar experience and training, in similar circumstances. Such belief is not reasonable if the person is reckless or negligent in having such belief or in acquiring or failing to acquire any knowledge or belief of fact or of law which is material to the justifiability of his actions.

DEPARTMENTAL REGULATIONS

SECTION 100 – CONDUCT (note the term “his” refers to “his/hers” for brevity)

DR 101: COMPLIANCE WITH REGULATIONS

A member shall commit no act which constitutes a violation of stated policies, rules, regulations, general orders, instructions or directives of Fisk University or the Department of Public Safety.

Omission of any act or any failure to act which results in such violation shall also in itself constitute a violation.

DR 102 PENALTY FOR VIOLATION

The Department of Public Safety may take disciplinary action against a member found guilty of violating any of the stated policies, rules, regulations, orders or directives of Fisk University or Department of Public Safety in line with University Regulations and policies.

DR 103 AIDING ANOTHER TO VIOLATE

A member shall not aid, abet or incite another member to violate any stated policy, rule, regulation, order, directive or instruction of Fisk University or the Department of Public Safety

DR 104: PERSONAL CONDUCT

The conduct of each member, both on and off duty, is expected to be such that it will not reflect adversely on that member, other members, the Public Safety Department or Fisk University.

This regulation applies to both the professional and the private conduct of all members. It prohibits any and all conduct which is contrary to either the letter or the spirit of departmental policies and procedures which would reflect adversely on the department or its members. It includes not only all unlawful acts by members but also acts which, though not unlawful in themselves, would degrade or bring disrespect upon the member or the department.

DR 105: ADHERENCE TO LAW

A member shall act in conformity to the Constitution of the United States and the State of Tennessee, the Charter of the City of Memphis, the Plan of Union and Charter of Fisk University, all laws and ordinances of the United States, the State of Tennessee, the County of Shelby and the City of Memphis and all official interpretations thereof.

Ignorance of such laws is not a valid defense against failure to meet the requirements of this regulation. Conviction of the violation of any law shall be prima fascia evidence of a violation of this regulation. The mere fact that a member was not physically arrested and charged shall not be regarded as a valid defense against the requirements of this rule if there is sufficient evidence that such a violation occurred.

DR 106: CRIMINAL PROCEEDINGS AGAINST MEMBER

A member shall immediately report to the Director in writing, all information concerning any arrest or court action instituted against him in a criminal case. When required to testify in connection with such case, the member shall not appear attired in this departmental uniform in court.

Nothing in this section shall be construed as requiring a member to waive his constitutional right against self-incrimination, or to compromise the confidentiality of the relationship between attorney and client concerning matters unrelated to a member's duties or actions under the terms of his employment with Fisk University

DR 107: FITNESS FOR DUTY

A member shall report for duty at the time and place required by his assignment or orders and shall be mentally and physically fit to perform his duties.

A member shall be properly uniformed and equipped and cognizant of all

information necessary for the proper performance of his duties.

DR 108: COURTESY

A member shall be courteous, civil and respectful in his conduct towards all persons, including students, visitors, other University employees, subordinates and superiors. The use of coarse, profane, vulgar, disrespectful inciteful or discourteous language to any person is prohibited.

DR109: TRUTHFULNESS

A member shall not give any information, either oral or written, in connection with any assignment or investigation that is knowingly incorrect, false, deceitful or misleading.

Upon the order of the Director of Public Safety, the Director's designee, or a supervisor, members shall truthfully answer all questions which may be asked of them which are specifically directed to them and related to the scope of their employment and operations of the department.

DR 110: IMPARTIALITY/NON-DISCRIMINATION

A member shall at all times consider it his duty to be of service to anyone in danger or distress or in need of services normally rendered by the Public Safety department and shall neither discriminate against or show partiality for any person because of race, sex, religion, age, friendship, fraternal or social affiliation, personal prejudice, or for any other reason. "Selective" enforcement, service or protection will not be tolerated.

DR 111: ABUSE OF POSITION

A member shall not use the authority of his position to threaten or intimidate others.

DR 112: COURAGE

A member shall act with courage and confidence and shall not fail to perform any duty because of danger involved; but shall, however, exercise due discretion and care for the safety of his person and that of others, and the security of property commensurate with the circumstances. As noted in officer job description, some element of danger exists in job duties. While we strive to minimize danger, it cannot totally be eliminated

DR 113: SLEEPING ON DUTY

Sleeping on duty, giving the appearance of sleeping on duty, or inattention to duty is prohibited except as authorized by the Director. If a member is unable to remain awake, he shall report his condition to the supervisor, who will determine the proper course of action.

DR 114: MEALS AND BREAKS

A member shall be permitted to suspend patrol or other assigned activities for the purpose of having meals and reasonable rest periods during his tour of duty, but only for such time and place as established by departmental procedures. Note, however, an officer is subject to immediate recall at all times, and if necessary leave lunch/rest breaks to respond as requested.

DR 115: ALCOHOLIC BEVERAGES AND DRUGS

SEE FISK UNIVERSITY HANDBOOK

DR 116: PUNCTUALITY

A member will report for all scheduled duty assignments on time, unless emergency conditions prevent it. In this case, the member will exert his best efforts to notify his supervisor or next best party with notice and reason for the absence or tardiness AT LEAST 30 MINUTES BEFORE TOUR OF DUTY BEGINS.

DR 117: GIVING NAME

While on duty, a member shall correctly give his name when requested to do so by any person unless such action is likely to jeopardize the successful completion of an assignment.

DR 118: OFF DUTY RESPONSIBILITY

(Reserved)

DR 119: NEATNESS AND ATTIRE

A member shall always present a neat, clean and appropriate appearance in person and dress while on duty, except as authorized by his supervisor or the director. If a uniform is worn, it shall be complete, properly worn, clean, neat, and of a design and type as authorized by the Department. Shoes and leather goods shall be clean and shined.

DR 120: NEGLECT OF DUTY

Each member, because of the nature of his assignment, is required to perform certain duties and assume certain responsibilities. Failure to function properly in these areas constitutes neglect of duty.

This regulation prohibits any omission or failure to act by any member, whether on duty or off duty, when action would be required by the stated

policy, goals, rules, regulations orders and directives of Fisk University or the Department of Public Safety. It applies to any member who, by carelessness, inefficiency or design, fails to implement the policies, goals, rules, regulations, orders and directives of Fisk University or the Department of Public Safety.

A member with supervisory responsibility is required to exercise proper supervision over his subordinates in compliance with the above. The failure of any supervisor to do so, either through carelessness, inefficiency or design, is a violation of this regulation

A member shall not engage in any activity or personal business which could cause him to neglect or be inattentive to duty. This shall include reading, engaging in personal telephone conversations, conducting personal business, playing games, watching television or engaging in other forms of entertainment if such activities interfere with the performance of duties.

DR 121: RADIO COMMUNICATIONS

Each member equipped with a radio shall monitor his assigned frequency and give immediate response to radio calls. Low or dead batteries are not valid defense from radio miss calls. Each officer is responsible to determine if radio is functioning properly and is on correct frequency channel.

Calling an officer more than five (5) times without a response from same, is considered a "miss call" and the officer will be charged with violation of this DR.

DR 122: OFF-DUTY EMPLOYMENT

All instances of off-duty employment must be approved by the Director of Public Safety in accordance with the applicable policies of Fisk University.

DR 123: LEAVING DUTY ASSIGNMENT

A member shall not cease performing his duties without being properly relieved or receiving proper authorizations from his supervisor. While on duty, a member shall not leave his assigned area without proper authorization. While on duty, a member shall not go beyond the campus boundaries without proper authorization.

DR 124: HOURS OF DUTY

A member shall have regularly scheduled working hours assigned to him/her each day. A member shall be subject to reassignment or call for duty by order of a supervisor at any time if the needs of the Department should so indicate. If it is determined that the officer intentionally avoided receiving such call he is subject to disciplinary action.

DR. 125: DISOBEDIENCE OF AN ORDER

A member shall professionally, promptly, and fully abide by or execute instructions issued by any authoritative source. A member shall not willfully disobey a lawful order or directive, either written or oral. This regulation prohibits disobedience by a member of any oral or written order or directive of a superior or another employee who is relaying the order of a superior.

If any instruction issued by another is reasonably believed to be in conflict with the policies, rules or procedures of this department, the University or other previously issued orders or instructions, this fact shall be respectfully made known to the issuing authority. If the issuing authority elects to insist upon execution of the instructions, then the member receiving the instructions shall have the right to request and to receive such instructions in writing, except in cases of emergency as determined by the supervisor. The issuing authority shall bear full responsibility in the event of conflict; however, no instructions shall be issued or executed which are in violation of the law.

DR 126: INSUBORDINATION

A member shall not display disrespect to, or disregard for, a supervisory member of this department, either on or off duty. This includes cases of verbal abuse, abruptness, or rudeness towards a superior or failure to respond promptly and courteously to suggestions, counseling, or disciplining by a supervisor.

A member shall promptly obey lawful orders of a superior. This will include orders relayed from a superior by a member of the same or lesser rank.

A lawful order is an order which a member should reasonably believe to be in keeping with the performance of his duties.

DR 127: SATISFACTORY PERFORMANCE

A member shall maintain sufficient competency to perform his duties properly and to assume the responsibilities assigned to him. Unsatisfactory performance may be demonstrated by a lack of knowledge of application of the laws, policies, procedures, rules or regulations he may be called upon to enforce, an inability or unwillingness to perform assigned tasks, failure to conform to the work standards established for the member's position, failure to take appropriate action on the occasion of the commission of a crime, disorder or other condition deserving of departmental attention, or unauthorized absence from duty. Repeated substandard performance, poor employee performance appraisals, inadequate written records or reports, or repeated infractions of rules, regulations, directives orders, of policies of the Department or of the University will also be evidence of unsatisfactory performance.

A member is expected to study and thoroughly understand the policies, rules and regulations of the Department and of the University, and to have knowledge of all State, Local or Federal laws which he may be required to enforce or administer.

A member shall report to the University and to the Director of Public Safety any change of address, telephone number, legal change of name, changes in educational level, notification of new certificates, permits or licenses.

DR 128: INCITING DISCONTENT: No member shall, with malice or otherwise, incite or attempt to incite any other member of department, student, faculty or staff member, calculated or not, that results in discontent against any person, department or the institution itself.

SECTION 200: REWARDS AND GRATUITIES

DR 201: SOLICITING, ACCEPTING GIFTS, GRATUITIES

* A member shall neither solicit nor accept any gratuity, gift, present, loan, reward, or other thing of value for any service rendered as a department member, or as a condition for the tendering of such service, or as a condition for not performing assigned duties.

Exception - service rewards issued by University or department for service performance

* Only with specific written approval of the Director of Public Safety, soliciting funds or goods for a benevolent or charitable cause by members will be permitted. Exception: University sponsored collections.

SECTION 300 USE OF FORCE

DR 301: UNNECESSARY FORCE

* Control may be achieved through advice, warnings, and persuasion or by the use of physical force. While the use of reasonable physical force may be necessary in situations which cannot be otherwise controlled, force may not be resorted to unless all other reasonable alternatives have been exhausted or would clearly be ineffective under the particular circumstances. Members are permitted to use whatever force that is reasonable and necessary to protect others or themselves from bodily harm

* A member shall not use unnecessary force or violence in making a "citizens" arrest or in dealing with a person in custody, or under a routine detention, or with any person. All persons are to be treated in a fair and humane manner. They shall in no way be humiliated, ridiculed or taunted.

* Special respect for privacy shall be accorded to all persons. If in unclothed or disheveled condition, they shall be protected against public embarrassment to whatever extent feasible.

* A member shall not allow a person in his care to be physically or mentally abused or harmed by any person.

DR 302: INTIMIDATION

A member shall not use or direct unjustifiable violence, abuse, force, or threats against, or otherwise intimidates any person

DR 303: HARASSMENT

A member shall not abuse his authority or official University position in order to harass, embarrass, degrade, oppress, or torment any person, or persistently without due cause take action against any person to prevent that person from exercising lawful or constitutionally protected conduct.

DR 304: COMPRISING CASES BEFORE CAMPUS JUDICIAL BOARDS

A member shall not make any promise(s) or arrangements with persons (principles) or between a suspect and his victim intended to permit the offender to escape detection and the full penalty provided by law and/or the "in house" Judicial body or interfere with the courts or "in house" judicial bodies for personal gain or benefit, use their official position to make any arrangements for any suspect or prisoner to escape prosecution.

DR 400: FIREARMS

In line with Fisk University Handbook, no firearms, under any circumstances are allowed on campus, with exception of lawful presence of local, state or federal police agencies on campus. No officer, commissioned or otherwise is allowed to carry any firearm onto campus, except as authorized by the Director of Public Safety and the Dean of Student Affairs. Said officer is not allowed to wear or use firearm under any circumstances and must secure same in a safe location while at work.

Firearms are not part of approved equipment for Rhodes Public Safety Officers and possession of such is not allowed.

DR 500 ATTENDANCE AT JUDICIAL BODY HEARINGS

DR 501: ATTENDANCE

All members of this department are considered officers of Campus Judicial bodies, (SRC, HONOR COUNCIL, IFC) and shall testify or give evidence before any sitting of a University Judicial body when properly called upon to do so and when there is no properly asserted constitutional privilege, or when immunity from prosecution has been granted.

* Members required to appear in such cases shall be punctual in reporting, alert, dignified, and calm in demeanor.

* If emergencies arise preventing attendance, the designated authority (shift supervisor on duty at time of testimony) will be notified.

- * Judicial bodies will notify this department through the Director of Public Safety and thus the member will be notified by the Director or his representative of time and location and case on trial.
- * Failure to attend after proper notification has been given along with failure to notify authority, will result in disciplinary action
- * Officers, if called to testify, off duty, will clock in on the time clock when arriving and clock out after testimony.

DR 502: PERSONAL APPEARANCE IN COURT

A member shall dress appropriately for attendance in "in house" court.

DR 503: RELEASE OF UNAUTHORIZED INFORMATION

A member shall not release any unauthorized information regarding any case, investigation, SRC, HONOR COUNCIL OR IFC findings, or any University sensitive information.

DR 600 REPORTS AND COMMUNICATIONS, ETC.

DR 601: COMPLETING OFFICIAL REPORTS

A member shall make reports promptly, accurately, completely, and in full conformity with specifications of the department. A member shall make all necessary reports as soon as possible and practicable before going off duty

DR 602: REMOVAL OF REPORTS AND RECORDS

A member shall not disseminate, release, alter, deface, or remove any departmental record or information concerning Public Safety matters, except as provided by departmental orders and directives

DR 603: TAMPERING OF REPORTS, RECORDS AND CORRESPONDENCE

A member shall not tamper with, in any way, official records, documents, etc. of this department, nor shall any member tamper with, in any way personal property of others, to include written mail, reports, etc.

DR 604: INFORMATION CONCERNING PUBLIC SAFETY BUSINESS

A member shall not communicate information relating to official Public Safety matters, except to authorized persons. A member shall treat the information gathered during the course of business of Public Safety as extremely confidential.

DR 605: PUBLICATION OF ARTICLES

A member of the department shall obtain permission from the Director of Public Safety prior to publishing articles as an official representative of the Public Safety Department.

DR 606: CLIP BOARD/EMAIL INFORMATION

A member shall familiarize himself daily with the official information posted on bulletin boards or clip boards in squad room and/or Austin Building desk counter board to include all email information and notices. All members are required to check email accounts daily for information.

DR 607: UNAUTHORIZED PUBLIC STATEMENTS

A member shall not engage in any public statement, interview, activity, deliberation or discussion pertaining to the Public Safety Department which reasonably can be foreseen to impair the discipline, efficiency, public service or public confidence in the Department or its personnel by:

- a. False statements or reckless, unsupported accusations
- b. The use of defamatory language, abusive language or epithets.

SECTION 700 - UNIFORMS AND EQUIPMENT

DR 701: UNIFORM RESTRICTIONS WHILE OFF DUTY

Off-duty members who wear a uniform while on duty may wear their full uniform while going to and from work only. Members may not otherwise wear their uniform or any identifiable parts thereof while off duty.

DR 702: PERSONAL USE OF EQUIPMENT OR PROPERTY

A member shall not convert to personal use any money, property, or any other items belonging to Fisk University or any members of the campus Community, except in performance of official duty or as approved by competent authority.

Members may use University property only for the use for which it is intended and in accordance with departmental and/or University policies and procedures.

DR 703: ROUGH OR CARELESS HANDLING OF EQUIPMENT OR PROPERTY

A member shall exercise care in handling departmental equipment and property and shall report immediately any that is lost, damaged or not in property working order. A member shall not willfully or negligently lose, damage or destroy Fisk University property.

DR 704: SURRENDERING DEPARTMENTAL PROPERTY

When a member resigns, retires, is discharged, or is ordered to do so by competent authority, he shall surrender all University owned property and equipment.

DR 705: UNIFORM DAMAGE

The uniform is property of Fisk University. Any damage to such, whether by accident or extended wear, does not constitute replacement. If, however, damage results from specific job task, replacement of affected portion of uniform will be considered. Written request for replacement must be made to the Director of Public Safety.

SECTION 800 - VEHICLE OPERATION

DR 801: RECKLESS OR CARELESS OPERATION

A member shall not operate any vehicle of the Department of Campus Safety or any other department's vehicle at an excessive speed or in a reckless manner.

DR 802: UNAUTHORIZED OPERATION

A member shall not operate any University vehicle unless he is properly licensed and trained to operate such vehicle.

A member shall not allow any non-employee to operate any vehicle of the Department or University, except as authorized by the Director or other competent authority.

DR 803: STATEMENTS OF RESPONSIBILITY

A member who becomes involved in an accident while operating a University vehicle shall make no statement as to the responsibility and shall not advise other parties involved that the University will pay for the damages resulting from said accident, even though he may believe himself to be at fault.

SECTION 900 - LEAVE, ILLNESS AND INJURY

DR 901: FICTITIOUS ILLNESS OR INJURY

A member shall not feign illness or injury, falsely report himself or family member as indicated in the Fisk University Handbook, ill or injured, or otherwise deceive or attempt to deceive any official of the department or University as to the condition of his or another's health, in an effort to escape duty.

DR 902: CONCEALING ILLNESS OR INJURY

A member shall not conceal illness or injury, falsely represent himself as fit for duty, or otherwise deceive or attempt to deceive any official of this department or University as to the condition of his health, in an effort to present himself as fit for duty when he is not

DR 903: LOCATION WHEN ILL

A member who is absent from work due to illness or injury is expected to be at his residence, at a clinic, or at a hospital, or at a relatives, or in route to or at his physicians office. Any other location when ill or injured, unless heretofore approved by competent authority will be considered a violation.

DR 904 UNAUTHORIZED ABSENCE

A member shall not be absent from duty without proper authorization or notification of his supervisor

DR 905 MILITARY LEAVE

A member who is required to be absent from work for reasons of military duty is expected to notify his supervisor as far in advance of such duty as possible and practicable.

SECTION 1000: SECURITY OPERATIONS MANUAL

DR 1001: RESPONSIBILITY FOR ADHERENCE

Each member shall be responsible for knowing and adhering to all rules, regulations, policies and procedures set forth in Public Safety Operations manual, as of the date they are published.

PATROL RESPONSIBILITIES

Residence Halls

Each shift is to patrol residence halls in their zones both inside and out and call in the result of each patrol.

- Shane Hall – Both Male & Female upper classmen living on assigned floors. If a male officer is patrolling a female floor, he should either be escorted by a female RA or RD or loudly announce that “male on the floor” before entering that floor. Female officers should use the same protocol when patrolling inside

Basement of Shane Hall – the basement of Shane Hall is to be patrolled EVERY SHIFT – no exceptions. The four wings of the basement should be locked with metal doors and padlocks after 5pm. Maintenance uses one area and has access to it during work days – the other halls should be locked. If found unlocked, patrol through that hall to make sure it is clear and lock the hall door back. Call it in.

- Jubilee Hall – This is a Female/Freshman Hall only. No male visitors on any floors. All male visitors should remain in the front lobby on the main floor until their host meets them there. Same protocol when patrolling inside, ask for an escort and use the elevator only.
- Crosthwaite Hall – This is a Female only Hall with some junior and upper classmen residents. Same protocol, use an escort when patrolling inside.
- New Livingstone Hall – This is a Freshman/Male only Hall. Female officers should announce their presence on the floor when patrolling the inside of this building.

Academic Buildings

- Park Johnson Hall – This is an academic building complete with “SMART” classrooms (outfitted with computer technology) on all floors. When this building is closed down at night, all SMART classroom doors are to be locked and secured as well as all exterior doors. In the morning for open up schedule at 6:30 or 7:00am, officers are ONLY to open classrooms when housekeeping is present. Housekeeping is supposed to secure the rooms again when they leave. Make sure they are aware of that.
- Talley-Brady Hall – Chemistry – Follow normal interior patrol and lock down procedures
- Duboise Hall – WFSK Radio – follow normal interior patrol and lock down procedures

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Other Facilities

- GYMNASIUM – The gym is completely controlled at the discretion of Dr. William Head. All schedules of gym use MUST be first approved by him. No exceptions. Unless Dr. Head has left us specific instructions “himself” either in writing to me or directly by phone – we are NOT to open the gym up for anyone. Again, NO EXCEPTIONS
- Library – Follow normal interior patrol and lock down procedures
- Basic College – Follow normal interior patrol and lock down procedures
- Music Building – Follow normal interior patrol and lock down procedures
- Little Theater – Follow normal interior patrol and lock down procedures
- ART GALLERY – Pending
- Chapel – Follow normal interior patrol and lock down procedures
- Spence Hall – Walk through of all offices and rooms on both floors including eating area, Bookstore, downstairs, student center, mail room area etc.
- Race Relations facility 16th at Jackson
- Carnegie Hall

Exterior Areas

- Faculty/Staff Townhouses on 17th Ave. at Jefferson; walk around both sides, east and west, north and south.
- Faculty/Staff Apartments off of D.B. Todd – fenced in walk around through parking lots throughout entire complex
- Track
- Alumni House, Work House, Tennis courts, Phillips St., Meharry St. Jackson and 17th, 17th near Physical Plant
- Perimeter

Jefferson St. Gate into Shane – Jubilee parking lot.

Opened at 6:00am and closed at 1:00am

WRITTEN COMMUNICATIONS

Incident Reports

Incident reports are to be completed BY THE SCENE OFFICER (1st officer on the scene). The only exception is at the discretion of the attending supervisor only. Every officer should be able to complete their own reports.

The incident report form to be used is a T.B.I. – TIBRS report form on file in the squad room. It is to be completed in it's entirety with as much information gathered as possible. It is required by TIBRS to include accurate and significant information. See General Order book for examples of reports written

Under NO CIRCUMSTANCES is an officer to have the victim fill out their own incident report. That is totally unprofessional and will not be tolerated. The scene officer should gather enough information on the scene to complete the report either on the scene or back at the squad room later.

NOTEBOOK: Each officer should carry a pocket notebook with them at all times, and a pen, to take accurate notes so as to complete the report later if necessary.

WHO, WHAT, WHEN, WHERE, HOW – NOT WHY UNLESS THERE ARE KNOWN FACTS THAT INIDICATE WHY.

TWO TYPES OF REPORT INSTRUMENTS: 1) Criminal Incident Report – 5 pages TIBRS formatted, 2) Non-Criminal Report – 1 page general

VICTIM AND/OR WITNESS STATEMENTS

Victim and/or witness statement forms are available for either to write down their version of what happened. This is the only instrument that a victim or witness should use to write something about the incident.

Memorandums

When in doubt about writing an incident report, write a memorandum. If you have an incident that can't be clarified or classified, write a memo on the memorandum form.

Log Book

The log book is to be treated with the utmost of professional respect as it is the primary documentation of what we do. It documents where you are, what you were doing, what you witnessed, etc. and it should be kept accurately at all times

Writing Methods

All written reports of any kind and log book entries should be printed in ink, black ink if possible. Reports should be printed, legible and clearly understandable. White out may be used, but only if it is done neatly and not covered with it.

Typing – Computer, may be used for memorandums or other non-incident report documentation.

Spelling and grammar – all documents, reports, memos, etc. must contain correctly spelled words and proper grammar used.

REPORTS CHECKED OKAY OR RETURNED

Staff officers completing reports will turn over their report to their Shift Commander or Sergeant (whichever is on duty of highest rank). That supervisor is responsible for reviewing the report to make sure it is accurate as to what happened, complete with all information, spelling is correct, etc. If it needs correcting, the supervisor will give it back to the reporting officer to be corrected within 24 hours. Once the report is correct, it will be submitted to the Director of Public Safety.

Any report or written communication found not to be correct or acceptable will be returned to the reporting officer to be corrected.

PAYROLL ET AL

SALARIED/EXEMPT Staff Administrators: Shift Commanders

- Salaried personnel (staff administrators) are classified as exempt and are not paid on an hourly basis.
- Salaried personnel are paid once per month on the 30th of each month
- Automatic deposit is available, but only after the first real check is created.
- Salaried personnel are NOT required to punch the time clock
- Salaried personnel are required to complete a monthly work sheet reflecting the total hours worked for that period of time. This is to enable the Director to evaluate and deliver compensatory time when available.

HOURLY/NON EXEMPT STAFF SERGEANTS AND OFFICERS

- All staff Sergeants and Officers are paid by the hour and must punch a time card when reporting for duty and when leaving duty.
- NO ONE IS TO PUNCH IN EARLIER THAN FIVE MINUTES PRIOR TO THEIR ASSIGNED WORK TIME NOR FIVE MINUTES LATER THAN THEIR ASSIGNED EXIT TIME WITHOUT THE EXPRESSED PERMISSION OF THEIR SHIFT COMMANDER OR SERGEANT IN ABSENCE OF THE COMMANDER. The Shift Commander or Sergeant MUST initial any time clock entries earlier or later than described above or the time will not be counted.

OVERTIME

- Overtime is paid at a rate of time and a half for the ranks of Sergeant and below.
- According to Federal Law, overtime must occur within the payroll period of Monday at 12:01am and Sunday at 12:00 midnight and is based on a forty (40) hour work week.
- If, for example, an officer works (without taking sick, vacation or other time off) 41 hours within the above seven day payroll period, that officer will be paid time and a half for that one hour over forty.
- If, however, the officer clocks in 41 hours for that week, but had to take one day of sick or vacation time during that work week, the one hour over forty is computed as straight time and not time and a half.

WORK HOURS, LUNCH AND BREAKS

- Work hours for each shift is as follows
 - 1st Shift; 7am-3pm
 - 2nd Shift, 3pm-11pm
 - 3rd Shift 11pm-7am
 - 4th Shift 7pm-3am
- Eight (8) hour work shifts
- Lunch Breaks – Lunch breaks are taken “on duty” meaning if a response call is required, the officer must leave lunch and respond to the call. He/she may return to their lunch once the call is complete.
- Breaks – the same is for breaks as with lunch

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- For eight (8) hours, each officer is ON DUTY, regardless if they are on a planned break or a planned lunch.

Minute computations by the 1/10 of an hour...see chart below for computation key

1/10 th of an hour scale

<u>Number of Minutes</u>	<u>1/10th</u>	<u>Number of Minutes</u>	<u>1/10th</u>
1	0.02	50	0.83
2	0.03	51	0.85
3	0.05	52	0.87
4	0.07	53	0.88
5	0.08	54	0.90
6	0.10	55	0.92
7	0.12	56	0.93
8	0.13	57	0.95
9	0.15	58	0.97
10	0.17	59	0.98
11	0.18	60	1.00
12	0.20		
13	0.22		
14	0.23		
15	0.25		
16	0.27		
17	0.28		
18	0.30		
19	0.31		
20	0.33		
21	0.35		
22	0.37		
23	0.38		
24	0.40		
25	0.42		
26	0.43		
27	0.45		
28	0.47		
29	0.48		
30	0.50		
31	0.52		
32	0.53		
33	0.55		
34	0.57		
35	0.58		
36	0.60		
37	0.62		
38	0.63		
39	0.65		
40	0.67		
41	0.68		
42	0.70		

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43	0.72
44	0.73
45	0.75
46	0.77
47	0.78
48	0.80
49	0.82