

# A safe and secure campus

Clovis Community College is consistently working in one of its most important goals — ensuring the safety and security of our faculty, staff, students and campus community.

## Our mission: Safety and Security for a Community Campus

The mission of the Office of Campus Security is to provide a safe and secure environment for students, faculty, staff and campus visitors. Clovis Community College continues to strive to achieve this mission through a community friendly approach that enhances safety through the visibility of security personnel, preventive patrol, positive conflict resolution, and crime prevention and awareness programs. The Office of Campus Security and the entire Clovis Community College organization collaborates with local law enforcement and various community organizations in fulfilling its mission for a safe and secure future.

In addition to their role in keeping the campus community safe, Clovis Community College security officers are also trained to assist in various services including, but not limited to, security escorts to campus employees and visitors, building unlocks, vehicle boosts, responding to fire and security alarms, and taking reports on any incident that occurs on campus property.

Guidelines on Pursuit, Use of Force and Efforts to Detain

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### I. Introduction

The authority to pursue, use force on, and detain individuals carries with it the need for accountability in order to respect the rights of members of Clovis Community College and preserve the integrity of the campus. Therefore, the information contained herein provides guidance to security officers with respect to pursuit, use of force and efforts to detain individuals. These guidelines are intended to reflect the Security Office's commitment to a community-friendly approach to security services. In applying these guidelines it should be recognized that each situation is unique. Therefore, good judgment and common sense should form the fundamental basis for all decisions pertaining to pursuit, use of force and efforts to detain.

### II. Purpose of Guidelines

These guidelines are not intended to be contractual in nature and they should not be construed as creating a legal duty, or a standard of safety or care. They are for internal use only and are not intended for use in any criminal or civil proceeding. Violations of

these guidelines may form the basis for decisions internal to Clovis Community College, but only violations of the law may form the basis for civil or criminal sanctions in a recognized court or administrative proceeding. The Director of Campus Security Services is primarily responsible for the implementation of these guidelines.

### III. Definitions

- A. Public offense - That which is prohibited by statute and is punishable by fine or imprisonment.

*See New Mexico States Statues Annotated Chapter 30-1*

- B. Felony - Those public offenses defined as such by law.

*See New Mexico States Statues Annotated Chapter 30.7*

### IV. Pursuit

- A. Clovis Community College Security Officers are not trained and/or equipped to initiate a pursuit, therefore, the Clovis Community College Security Officer shall not initiate a vehicle or foot pursuit of any suspect(s), but should obtain a physical description of the suspect(s) and vehicle if applicable and the Clovis Community College Security Officer should call as soon as feasible, the Clovis Police Department and give as much detail and description as possible about the incident for follow-up by the CPD.
- B. The Clovis Community College Security Officer shall, as soon as feasible, file a written report of the incident and submit the report to the Director of Campus Security for approval.

### V. Use of Force

- A. Use of force refers to those responses where the Clovis Community College Security Officers generally employ to address a situation where there is an immediate threat to an innocent individual and there is an immediate need to use physical force other than verbal commands.
- B. The Clovis Community College Security Officer shall, as soon as feasible, call the Clovis Police Department for assistance and give as much detail and information about the incident, with a description of the suspect(s) and vehicle is applicable for CPD follow-up.

- C. A Clovis Community College Security Officer is not trained and equipped to employ physical force, therefore the Security Officer, should use only that force which the Security Officer reasonably believes is necessary:
- To detain an individual when a public offense has been committed or attempted in the Security Officer's presence.
  - To detain an individual when a felony has been committed and the Security Officer has reasonable grounds to believe that the person being detained has committed a felony.
  - When the Security Officer reasonably believes use of force is necessary to prevent serious injury to the individual, the Security Officer or other(s).
- D. Individual circumstances will govern the appropriate order, combination(s) and level(s) of force to be applied to any given situation. However, a Security Officer should only use that level of force which the Security Officer reasonably believes is necessary under the circumstances. The following continuum generally describes the types of force employed by Clovis Community College Security Officers.
- Physical presence of a Clovis Community College Security Officer in an identifying uniform shirt.
  - Assessment of situation, call for other Security Officers or local police assistance if appropriate and notify the Director of Campus Security as soon as circumstances permit.
  - Verbal persuasion.
  - Verbal command.
  - Soft hands.
  - Hard hands used in a manner designed for greatest likelihood of compliance with least likelihood of injury.
  - Pepper Spray (only when proper training has been completed and certification has been obtained).
- E. Under unique circumstances it may be necessary and appropriate to consider other methods or instruments force, but only when the Security Officer reasonably believes they are necessary to protect the individual, the Security Officer, or other(s) from injury or harm.
- F. Disengagement is also an option which may be considered depending on the circumstances.
- G. The following factors provide a framework for a Clovis Community College Security Officer's assessment of whether use of force is necessary and for determining the level(s) and order of force to apply to a given situation:
- The nature and scope of the offense.
  - Whether the individual poses an immediate risk to self, the Security Officer or other(s), if known.
  - The level of the individual's resistance.

- Whether the individual is armed.
- Whether local law enforcement officials are present, on the way, or in the vicinity.
- Whether the individual is identifiable or it is likely they can be identified or located at a later time and date.

## VI. Efforts to Detain

- A. To detain means to stop and hold an individual, for the purpose of obtaining information through questioning the individual, issuing a written or verbal warning, referring the individual to another authority or turning the individual over to law enforcement.
- B. A Clovis Community College Security Officer may detain an individual when:
- A public offense has been committed or attempted in the Security Officer's presence;
  - A felony has been committed and the Security Officer has reasonable grounds to believe that the person being detained has committed it, or
  - The Security Officer reasonably believes detention is necessary to prevent serious injury to the individual, the Security Officer or other(s).
- C. In the event of a detention, the Security Officer should utilize only that level of force the Security Officer reasonably believes to be necessary, based on the continuum and factors articulated above in section V, Use of Force. In addition to the use of force,, handcuffs may be used when the Security Officer reasonably believes they are necessary to protect the individual, the Security Officer, or other(s) from risk of injury or harm.

## VII. Reports

- A. A Clovis Community College Security Officer shall immediately submit a written report to the Director of Campus Security Services whenever there is a use of force beyond the use of soft hands on the use of force continuum. See attachment A for incident report form.
- B. The report shall contain:
- Security Officer's name.
  - Date and time of event.
  - Location of event.
  - Description of individual(s) involved in event.
  - Names of Clovis Community College personnel responding to the event.
  - Description of all facts and circumstances surrounding the event.

- The order, level(s) and justification for force used, i.e., pursuit, hard hands, soft hands, pepper spray.
- Description of injury or alleged injury to any party involved, including the suspect, witness, visitor, and employee.
- Name(s) of independent witnesses if available.

### **Compliments, Comments and Complaints**

Clovis Community College has a "Compliment, Comment and Complaint" mechanism available to individuals who wish to register a compliment, comment or complaint with respect to Clovis community College. Compliments regarding a Security Officer or a member of the security office will be acknowledged and noted internally. Comments will be acknowledged and evaluated in the context of security's departmental philosophy of continuous improvement. Complaints will be acknowledged and investigated in a timely manner under Security's investigation guidelines. A summary of complaints will be prepared and provided on an annual basis to the Vice President of Business and Finance and the President of the Clovis Community College.

## **VIII. Investigations**

- An investigation into the conduct of a security officer, including the use of force, may be initiated at the request of the Director of Campus Security Services or his superior(s). Such an investigation may be initiated as the result of an internal or external complaint or on the Director's or his superior's own initiative.
- The Director of Campus Security Services or his superior(s) will determine the nature and scope of the investigation.
- Typically the investigation will be conducted by the Director of Campus Security Services or his designee as an internal and confidential personnel matter.
- If additional assistance is required to conduct an investigation where the use of force is not justified, the Local, County or State Law Enforcement officials will be contacted to conduct an unbiased investigation.
- If, during the investigation, the outside agency conducting the investigation deems it necessary to file criminal charges, the charges and the investigation details would be submitted to the office of the Criminal District Attorney's office for review.
- In the event of an investigation into the conduct of an officer, whether or not it is precipitated by a complaint, the officer may be placed on administrative leave with or without pay or reassigned to alternative duties pending the conclusion of the investigation.
- At the conclusion of an investigation, appropriate employment-related action may be taken if deemed to be warranted by the Director of Campus Security Services or his supervisor(s)

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# Closed Circuit Television Monitoring and Recording of Campus Areas for Safety and Security Purposes

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## I. Purpose

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras, (security cameras), to monitor and record campus areas for the purposes of safety and security. The use of security cameras is one tool used by Clovis Community College Campus Security to fulfill its Departmental Mission Statement.

## II. Scope

This policy applies to all CCTV monitoring conducted by Clovis Community College Campus Security personnel. Uses of CCTV monitoring by other campus departments, if any, is not governed by this policy.

## III. General Principles

- A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV). The Department of Campus Security is committed to enhancing the quality of life of the campus community by integrating the best practices of private campus safety with CCTV technology.
- The purpose of CCTV monitoring of campus areas by campus security personnel is to deter crime and to assist the Office of Campus Security in protecting the safety of persons and property on the Clovis Community College campus.
- Personnel involved in CCTV monitoring will be trained and supervised in the responsible use of this technology. Violations of this policy will result in disciplinary action consistent with the rules and regulations governing employees of the Clovis Community College.
- Information obtained through CCTV monitoring will be used exclusively for security, law enforcement, and official Clovis Community College business purposes.
- CCTV monitoring of campus areas for security purposes will be conducted in a manner consistent with all existing Clovis Community College policies, including the Non-Discrimination Policy, Sexual Harassment policy as well as any other relevant Clovis Community College policies and applicable Civil Rights laws. Therefore, CCTV monitoring will not be conducted based on

a person's race, gender, sexual orientation, national origin, disability or other protected characteristics.

- Information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of the Clovis Community College, the faculty, staff or student body.

## VI. Responsibilities

- The Department of Campus Security shall oversee and coordinate the use of CCTV monitoring for safety and security purposes.
- The Department of Campus Security will monitor new developments in the relevant law and in security industry practices to help ensure that its CCTV monitoring operations are consistent with accepted standards and practices.
- Camera control operators will be trained in the technical, legal and ethical parameters of appropriate camera use. Camera control operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its content.

## V. Operation and Procedures

- The master program/computer for the CCTV system will be locked in a separate limited access room away from the Office of Campus Security. Only the Director of Campus Security and the Office of the Vice President for Administration will be authorized to alter the master program and/or save video from the master program.
- Recorded video media will be stored for a period not to exceed 10 days and will then be erased, unless retained as part of an investigation or court proceedings (criminal or civil), or for other official Campus business purposes, as determined by the Director of Campus Security in consultation with the Vice President for Administration.
- Saved video media will be stored in the departmental electronic data fire proof safe which can be accessed only by the Director of Campus Security and the office of the Vice President for Administration. Saved video data will be coordinated with departmental case reports through normal evidence procedures and logs.
- Camera control operators will conduct CCTV observation in open view of others at the Clovis Community College Security office.
- No cameras will be placed in locations of expected privacy, i.e., restrooms, dressing rooms, athletic locker rooms, etc. Interior cameras may be placed in locations of high foot traffic, suspected

criminal activity and/or high value equipment where personal and/or Clovis Community

- College property safety is a concern.
- Camera control operators may monitor individuals based on suspicious behavior, but not based upon protected individual characteristics as set forth in Clovis Community College Policies and applicable Civil Rights laws.
- All buildings and grounds on the campus, as well as parking lots, sidewalks, and campus grassy areas will be assumed “public” and may be viewed and monitored by CCTV.
- Information obtained through CCTV monitoring may be released to persons or entities outside Clovis Community College (such as law enforcement) only when compelled by lawful means, such as a subpoena, or when authorized by the Director of Campus Security, in consultation with the Office of Vice President for Administration, and in accordance with this policy. CCTV video data will not be released to news or media sources without the additional approval of the Director of Marketing and Communications.
- CCTV video may be viewed by Clovis Community College employees outside Campus Security on a “need to know” basis, as determined by the Director of Campus Security, in consultation with the Office of Vice President for Administration.
- Members of the campus community, individuals or small groups, may observe “live” CCTV monitoring operations at the Office of Campus Security by making an appointment with the Director of Campus Security Department or in his absence, the Office of the Vice President for Administration.

## **VI. CCTV not a Guarantee of Safety on Campus**

No one should assume that the presence of a CCTV system on campus will guarantee safety for persons or property at all times. Rather, it is one more tool in Clovis Community College Campus Security’s continuing efforts to increase campus security and safety. Additional information may be found on the Campus Security website at: <http://www.ccc.edu>

## **VII. Not a Contract**

This policy is not intended by Clovis Community College to form a contract between it and any person or entity. These procedures may be amended by authorized Clovis Community College officials at any time without prior notice