

TOPIC:
Campus Security - Procedures

Policy Number:
F29

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

These procedures will not conflict with, contradict or supersede state or federal laws. If any procedures conflict with state or federal law, the state or federal laws will take precedence. Each campus security officer is responsible for reading and understanding these procedures, before signing the agreement indicating that they have read and agree to abide by the procedures set forth herein.

Definitions

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

Authority of Campus Security Officers

Cloud County Community College security officers have the authority to:

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

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3. Exercise all general rights, privileges, protections, and immunities in every county in which there is located any property owned or leased by CCCC, provided that such officer does not violate the policies or procedures of CCCC
4. Investigate violations of college rules, regulations and policies
5. Report the investigative findings to authorized college officials and local law enforcement. Criminal incidents, in some cases, are referred to the local police/sheriff officers who have jurisdiction on the campus.
6. Issue parking tickets
7. Detain suspects or individuals until local law enforcement officers arrive on the scene

Partnership with Local Law Enforcement

To better serve the Concordia and Geary County Campuses, CCCC has memorandums of understanding (MOU’s) with the Concordia Police Department, the Junction City Police Department, the Cloud County Sheriff’s Department and the Geary County Sheriff’s Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the appropriate law enforcement agency as well as campus security. Prompt reporting will assure timely campus warning notices and accurate crime statistic records.

Contact with the Public

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

Criminal Conduct Prohibited

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

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

Bias-Based Profiling Prohibited

All Security Department Staff shall be prohibited from engaging in bias-based profiling. It is unlawful for an officer to use bias-based profiling in determining reasonable suspicion, or to

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determine the existence of probable cause to conduct a search of an individual, their residence, or vehicle.

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

If, upon completion of an appropriate investigation, it is determined that an employee of the Security Department has directly violated the policy prohibiting bias-based profiling, the Director of Auxiliary Services shall initiate appropriate disciplinary action consistent with policies including, but not limited to suspensions and/or termination.

Body-Worn Cameras (BWC)

The use of BWC's shall follow the CCCC Security Department Body-Worn Camera Guidelines. The BWC's should be utilized to:

- Collect evidence that can be used to substantiate violations for disciplinary action
- Record contacts with the campus community in order to secure unbiased evidence in connection with investigations
- Allow for supervisory review to ensure that department policies and procedures are followed.

BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the property of the CCCC Security Department. The personal use of information recorded by BWC's shall only be made available with prior written approval of the security supervisor and the Director of Auxiliary Services.

Prior to using a BWC, officers shall receive department-approved training on its proper operation, care, and the department policies with respect to the use of the BWC.

Deactivation of the BWC shall occur when:

- The event has concluded;
- Victim and/or witness contact has concluded;
- All persons contacted have been released.

BWCs shall not be used to record:

- Communications with other CCCC personnel unless pertaining to a criminal event.
- When an officer is on break or is otherwise engaged in personal activities.
- In any location where individuals have a reasonable expectation of privacy, such as a restroom.
- When an officer is involved with a student/patient during a medical or psychological evaluation by a clinician or similar professional, or during treatment.

Approval for Firearms and Accessories and Other Weapons

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

Prohibited Weapons

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

Firearms Proficiency Testing

The standard of proficiency for the CCCC Security Department shall be the State of Kansas P.O.S.T Firearms Qualification Course (KS-CPOST), which is required for all law enforcement agencies throughout the state of Kansas. Every law enforcement officer who is authorized to carry a firearm shall be required to maintain departmental proficiency standards with their duty firearm. Letters of proficiency from their full-time law enforcement employer must be submitted at hire and yearly thereafter and be on file with the CCCC Security Department and Human Resources Department.

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

General Firearms and Weapons Regulations

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

The Security Department Supervisor shall maintain a firearms registry listing the officer’s names and the serial numbers identifying the firearms approved for possession and carry by the Security Department staff.

When an officer discharges a weapon or firearm, they shall contact the Director of Auxiliary Services and the Security Supervisor and complete a Discharge of Weapons Report by the end of shift detailing the events of the discharge for the CCCC Security Department. The written report shall be submitted to the Director of Auxiliary Services and the Security Supervisor.

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Drawing and Displaying a Firearm

Drawing and displaying a firearm shall be limited to:

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

Use of Authorized Firearms/Equipment

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

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

Part-time officers carrying a Security Department-provided firearm will secure the firearm and duty gear in the Security Department gun safe. The officer going off shift is responsible for ensuring their duty gear and firearm is stowed in a safe manner and the gun safe is securely locked before going off shift.

Part-time officers whose primary employment is with a local law enforcement agency may carry weapons issued to them and owned by the local law enforcement agency, provided they are also approved by the Security Department.

The use of body armor is encouraged by the Security Department. State surplus Body armor is available upon request. Part-time officers whose primary employment is with a local law enforcement agency may wear body armor issued to them and owned by the local law enforcement agency. CCCC will replace any equipment owned by a local law enforcement agency damaged in the line of duty with CCCC.

Weapons Maintenance/Inspection

Every officer is responsible to care for and clean their firearm. Upon use, the firearm shall be cleaned and in proper working order before returning the firearm to service.

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Duty ammunition and practice ammunition for qualifications shall be purchased and provided by CCC for Security Department-provided firearms and approved duty firearms carried by non-law enforcement based officers only.

Use of Weapons/Use of Force/Excessive Force

This regulation sets guidelines for an officer’s use of force. Security Department staff shall only use force reasonably necessary to effectively bring an incident under control, as outlined in K.S.A. 21-5227.

An officer will, in all circumstances, exercise the utmost discretion in the use of force. Vesting officers with the authority to use force to protect the public welfare, requires a careful balancing of all human interests and all officers must show respect for the value and integrity of each human life.

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

Officers will familiarize themselves with the following Kansas Statutes Annotated:

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

All officers’ actions, deemed reasonable in the totality of the circumstances, will be considered to be in compliance with these requirements, even if the specific actions or operations are not specifically addressed in these regulations.

The Use-of-Force Continuum

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| 6. Deadly Force Assault | 6. Deadly Force |
| 5. Active Aggression | 5. Intermediate Weapons |
| 4. Defensive Resistance | 4. Hard Empty Hand |
| 3. Passive Resistance | 3. Soft Empty Hand |
| 2. Verbal Non-Compliance | 2. Verbal Direction |
| 1. Psychological Intimidation | 1. Officer Presence |

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Levels of Resistance
Officer Injury Potential

Levels of Control
Subject Injury Potential

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

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

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

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

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

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

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

Use of Non-Deadly Force

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

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

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Handcuffing

Handcuffs or plastic cuffs may be used by officers with prior training only to restrain a person's hands to ensure officer safety. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint.

Baton/Expandable Baton

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

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

Officers with prior training are encouraged to carry OC spray. The purpose for utilizing OC spray must be limited to the protection of the officer or others who are under threat of immediate physical attack. OC spray shall not be used to otherwise influence, intimidate, or detain an individual regardless of circumstance. All intentional or accidental discharges of the OC are to be reported immediately to the Director of Auxiliary Services and the Security Supervisor.

CEW (Conducted Electrical Weapon)

Officers with prior training are encouraged to carry a CEW while on duty. A CEW will be provided by the Security Department for officer's use.

Officers who encounter subjects armed with an CEW shall use extreme care. Many factors will dictate what level of force the officer should utilize in responding to the threatened use of a CEW. The officer is justified in the use of any force reasonably necessary to defend the officer or another from bodily harm. All intentional or accidental discharges of a CEW are to be reported immediately to the Director of Auxiliary Services and the Security Supervisor.

Discharging Firearms/Use of Deadly Force

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

1. When the officer reasonably believes that such force is necessary to prevent death or great bodily harm to the officer or to another person. The threat of imminent danger must be accompanied by a reasonable belief that the subject has the ability and opportunity to cause death or great bodily harm, and the officer reasonably believes that jeopardy exists.

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2. When the officer has probable cause to believe that a person has committed, or attempted to commit, a felony involving great bodily harm, is attempting to escape by the use of a deadly weapon, or otherwise indicates that they will endanger human life or inflict great bodily harm.

3. An officer is also authorized to discharge a firearm at an approved range or area where all appropriate safety precautions can be observed.

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

Discharge of a Firearm

Immediately following the discharge of a firearm at a person, and after the situation stabilizes, the officer involved in the shooting or their designee, shall notify the Concordia Police Department and the Director of Auxiliary Services. Once on the scene, the Concordia Police Department will take control of the event and a thorough and objective investigation shall be conducted.

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

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

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