

Columbus State Community College
Policy and Procedures Manual

CAMPUS SAFETY
Procedure No. 13-11 (E)
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Effective: June 1, 2010

- (1) Appropriate committees will be chartered as necessary to provide input into campus safety and security matters, and to manage parking citation appeals.
- (2) The Senior Vice President for Business and Administrative Services shall be responsible for administering resources available for campus safety and security.
- (3) The Vice President for Human Resources shall be responsible for creating and administering programs related to employee safety, including maintaining and making available to employees an Employee Safety Manual.

A record of required safety-related training will be maintained by the Human Resources Department, and by departments for their employees.

- (4) The Department of Public Safety, which consists of commissioned peace officers and personnel who are responsible for safety and security, emergency preparedness, and parking enforcement, is responsible for developing, implementing, and maintaining processes and plans for, but not limited to, the following:
 - (a) Preparation, timely submission, and college-wide notification on the college's website of the annual security report required by the Federal Jeanne Clery Act.
 - (b) Community policing, including crime prevention and law enforcement.
 - (c) Emergency preparedness, including managing the college emergency operations center, confirming an emergency or dangerous situation, initiating notification to the campus community without delay, when appropriate, and notifying the community at-large as needed.
 - (d) Monitoring and testing systems related to life-safety, mass notification, and public safety telephone and radio communications.
 - (e) Evacuation plans and annual response testing.
 - (f) Fire prevention plans.
 - (g) Key and card access to buildings. Employees shall not under any circumstance copy any college-issued key.
 - (h) Employee and student identification cards. Employees and students shall carry college identification cards and make them available upon request when necessary.

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- (i) Environmental health and safety compliance in accordance with federal, state and local laws and regulations.
- (j) Employee, student and visitor safety escort service.
- (k) Parking permits, traffic enforcement, and issuance of citations for violations of college policy or state law.
- (l) Lost and found items. Collection and disposal of lost and found items of value will be retained and disposed of in accordance with the Ohio Revised Code and related departmental procedures.

Additional information about these processes and plans is accessible on the college's website, in the college catalog, and from the Department of Public Safety at 287-2525, Delaware Hall, Room 047.

- (5) For purposes of meeting federal and other reporting requirements, criminal acts or other emergencies must be reported immediately to the Department of Public Safety at 287-2525, or in person at Delaware Hall, Room 047.
- (6) Employees involved in accidents or who sustain job-related injuries while during their work hours shall report the accident or injuries to the Public Safety Department and to the Human Resources Department within one working day.
- (7) Requests for public safety resources for campus activities and events shall be made to the Director of Public Safety. Fees may be assessed to user groups for resources beyond those immediately available to the Department of Public Safety.

Last Effective Date: December 1, 2007