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Introduction

The College employs Campus Police to help insure the safety and security of all persons and property on campus and to assure compliance with this Code and college regulations. Officers have the authority to take appropriate action when violations of the regulations occur. Depending on the violation, this action may include a warning, filing a charge with the Dean of Student Affairs, taking students into custody and/or calling for assistance from local law enforcement agencies. It is not the function of Campus Police to interfere, regulate or govern student activities, except in cases where such activities are in direct violation of the code and/or college regulations, or create a hazard which endangers the safety and welfare of the college community or any of its members. Security has the authority to use handcuffs when necessary, in dealing with violators of college policies.

Background

The college president with the consent of the Board of Trustees authorized that there be a college security team on campus. The purpose of the security team is to serve and protect the members of the college community and to protect the physical properties of the college. The campus police authority is limited to the physical boundaries of the campus and such properties under legal lease by the college.

Mission

The mission of Rust College Campus Police is to provide 24 hours, 7 days a week service to protect the college community and its property. The role of Rust College Campus Police is to work toward ensuring the safety of all individuals while on campus and provide for the security of all properties of the college.

Objective

The office of the Rust College Campus Police is located at 150 Rust Avenue. The location provides quick access to the entire campus, as well as serving as an information center for visitor. It is open 24 hours a day for students, faculty or staff seeking assistance or to report any suspicious persons, activities and/or circumstances or emergencies occurring on campus.

Each member of Rust College Campus Police is a trained officer who holds a Rust College Campus Police commission. Although the commission authorizes campus police officers to be armed and to apprehend persons who have been observed committing criminal acts, the primary mission is to prevent, protect and serve as a deterrent to criminal activities within the jurisdiction of Rust College.

Scope

The Campus Police Team is a part of the Physical Plant Department. The team is supervised by the Assistant Plant Director through a campus police chief. This booklet shall confine itself to the basic function of campus policing. We realize our policies and procedures must be geared to ensure a safe environment for the Rust College community. It is our policy to maintain open and clear communication with students and to be able to assist the administration, faculty and staff. It is our philosophy as professionals to be friendly with students, faculty, and staff, but firm and impersonal on occasion calling for regulation and control. We feel cooperation is essential for attainment of our goals. By maintaining professionalism, reliability, concern, and prompt response, we win community confidence.
Duties: Preventive

- Provide security for special college events
- Maintain liaison with city and county law enforcement agencies
- Use of Force
- Use of Firearms
- Searches

Arrests

Specific duty functions fluctuate from situation to situation, therefore guidelines are maintained that assist officers in performing their patrol duties. Officers will remain familiar with these guidelines and perform their task in a manner that is efficient, effective and in keeping with professional law enforcement standards.

Preparation for duty

Officers are responsible for noting information supplied that pertain to aspects and/or probable events that may affect the public’s welfare, safety, and remain familiar with the following:

- Special conditions exiting in the area such as patterns of criminal incidents, location of known criminal, and location of possible targets for criminal conduct.
- Descriptions of wanted and missing persons.
- Descriptions of stolen property.

Basic Duties

All officers will become acquainted with the college boundaries, crime-prone areas, possible targets for criminal activity, and any other condition that is detrimental to life or property. Officers will continuously seek to prevent, detect, or anticipate criminal activity. To accomplish these functions, the following tasks will be performed as often as possible.

- Inspect premises for doors ajar, broken windows or other conditions conducive to crime or indicative of criminal activity.
- Carefully observe and take notes of the actions of persons who might be involved in a crime and take appropriate action.
- When suspicions of a person’s wrongdoing have become definite stop and question the person.
- Obtain information on criminal activity through frequent contacts with students, staff and faculty on campus.
- Inform the campus community on actions they can take to protect themselves or property from crime.
- Frequently patrol area or places where criminal activity most often occurs.
- Carefully observe all campus exits and means of securing, such as locking doors, windows, gates and other barriers.
Qualifications

It is reasonable that campus police officers:

- Posses a high school diploma or its equivalent
- Be in good health, in body, vision and hearing
- Be able to make sound judgment
- Be familiar with the student handbook, faculty and staff handbook, and college polices.
- Be of good moral standing in the local and college community
- Be neat in appearance
- Attend training regarding use of firearms

The Secretary of State authorizes the institutional deployment of a private security force. These personnel are certified by the state agencies. The local police/law enforcement officer assist in the certification and training of private security forces, particularly in the use of firearms.

Provide Security for Special College Events

Security will provide security for all special events held on the college premises. The security chief will maintain liaison with the Director of Student Affairs and Public Affairs Officer to ensure the security of special events.

Maintain Liaison with City and County Law Enforcement Agencies

The Campus Police Chief and his/her assistant will maintain liaison with City and County Law Enforcement Agencies to request police assistance. The Chief and his/her assistant will request training assistance.

Use of Force

Force may be used in self-defense or defense of another, where reasonably believed necessary to counter imminent, unlawful, inflictions of serious injury. Even when the use of force is justified under the doctrine of self-defense, or under legal authority (arrest, etc) an officer may become civilly and/or criminal liable for employing a degree of force not appropriate or reasonable in light of all the circumstances. An officer, regardless of the strong emotions which may be involved, is never lawfully justified in the use of force to punish or to seek revenge for some wrong, whether real or imagined.

Use of Firearms

Campus Police personnel must be thoroughly trained in using a firearm.

- Training will consist of semiannually classes and range qualification.
- Firearms can not be used in misdemeanor crimes.
- Do not fire from a moving vehicle or at fleeing vehicle.
- Warning shots shall not be fired in the air or in the ground.
- Use firearms as a last result to protect life.
Searches

Searches will be approved by the Dean of Student Affairs. Search warrants must be obtained and signed by the Dean of Student Affairs.

When an officer has an independent lawful reason for arresting a person, the officer can make a search of the immediate area around the arrestee. There are three justifications for the rule: 1, to seize weapons that might be used to assault the officer; 2, to seize other things that might be used to affect an escape; and 3, to prevent the destruction of evidence.

Moving Vehicles

Moving vehicles can move at a high rate of speed, therefore, an officer is allowed to conduct warrantless searches of them when that officer has probable cause to believe that criminal evidence will be found. All containers within any part of the vehicle may be opened and searched if they relate to the probable cause of the original stop of the vehicle.

Arrest

- An arrest can be made when a law enforcement officer has “probable cause”, that is when a crime probably was committed and the suspect probably committed it.

- An arrest can be made where the suspect commits a misdemeanor in the personal presence of the officer.

- An arrest should never be made, or charges filed, unless the officer has some proof- direct or circumstantial.

- A person may legally resist a false arrest. An officer may not claim self-defense if he is attempting an illegal arrest.

Administrative Reports

Administrative Reports in the final draft will be documented on the designated security forms.

Curfews

Student who break curfew must present I.D. cards to the Guardhouse Officer. The student’s name and I.D. number must be kept on the required roster. This roster will be submitted to the Director of Residential Housing and the Dean of Students. In addition, the time of the student’s arrival will be recorded on this roster. Also, the dormitory in which the student resides should be recorded.

Information Center

The Central Office (Guardhouse) becomes an information center when the college switchboard callers are returned to the security office after work hours, weekends, and holidays. It is within the security officer’s duties to act as the college’s official information center during these periods.
Fire Drills

The Campus Police Chief will assist the Director of Residential Education with the coordination of fire drills. Fire drills reports should be kept on file.

Departmental Directives

Uniform: All officers are to be dressed in proper uniform attire. The Chief of Campus Police has approved a departmental pullover shirt. No officer has the authority to create his/her own uniform. Departmental patches will be worn on all departmental attire.

The uniform worn by Rust College Campus Police Department is a symbolic of authority vested in the department and the officer. As such, it is the most immediately visible representation of the college and of the departments purpose and function. Accordingly, those in uniform will be dressed in the department’s regulation uniform and present a clean and neat appearance.

Office CPU: The office of campus police has acquired a computer which will be utilized by officers for the purpose of departmental business. The use of the computer for recreation, personal business, or any unauthorized function will not be tolerated by the department. It is also the responsibility of any officer to report any unauthorized use directly to the chief of campus police.

Daily Activity Log: The daily activity log is maintained for each shift as a method of documenting activities. As an official document, this record maybe called for review by administration, criminal court, civil court and/or other law enforcement agencies.

Attendance: Rust requires regular attendance during all scheduled hours of work. Regular attendance includes reporting to work on time and continuing to work until the end of the workday. In the event that an employee cannot report to work as schedule, the employee must notify supervisory personnel at least one hour prior to scheduled reporting time.

Protocol for calls for service

When a call for service is received, the following protocol shall be adhered to:

- An officer on patrol shall be dispatched to the call. If the call is an emergency a supervisor shall also be notified.
- When a call for service involving a student of Rust College. The responding officer shall document the name of the students involved, date and time of the incident. If the call involves violence, student injury, or a violation of Rust College rules or regulation by a student an incident report shall be written, and a supervisor shall be notified.
- If the incident does not involve violence, student injury, or a violation of Rust rules or regulation by a students. Get the student name along with normal information on the officer’s daily activity log.
- All officers will operate under the assumption that all call for service involving students will result in the generation of a written incident report. If the call does not result in a written incident report. The
responding officer shall notify the supervisor. The supervisor will review the incident and determine if a written report is necessary.

**Protocol for Non-students**

- Any person not a student, employee, a guest of a student or employee, parent or guardian of a student in attendance at the college, who loiters in or about any college building or any part of the college grounds without permission from an authorized college official will be arrested.

- Anytime a non-student is found in a building unauthorized an arrest must be made.

- The officer on patrol will go to the building and hold the person until the police arrive.

- If any of the above mentioned situations occurs, contact the Holly Springs Police Department for assistance.

**Student’s Matters**

**Missing Student Notification**

The office of Residence Education provides a housing contract to each resident. The resident must agree to abide by the rules and regulations of Residence Education Handbook. An emergency contact information card is kept in each resident file. At the New Student Orientation workshops all students are advised that if under the age of 18 years and not emancipated, their parent or guardian must be notified in the event of an emergency.

If an on-campus student is reported missing, the campus police immediately investigates, interviewing the campus community and contact the Dean of Student Affairs and the local law enforcement with information gathered.

It is of the upmost importance that the officer attitude, demeanor, and speech toward students be civil and respectful. It is the responsibility of every officer to report any matter coming to his/her attention in which a student is involved or is the victim of an offense.

**Visitors**

After 6:00 PM, all visitors (non-students) are logged in on the Rust College Campus Police Visitors Log sheet. Identification (drivers licenses or state I.D.) are left at the Security station when they enter, and picked up when they leave the campus.

-All visitors must log in daily, on weekends, and holidays
-Officers will log themselves in and out of the station on weekends and holidays
-After 12:00 am, students are to be logged off and on campus each time they leave or enter. No matter how many times the vehicle come on or go, it should be logged. Name, License plate number and time.
Important Telephone Numbers

Officer on Patrol .............................................. 662 216-3429
Campus Police .............................................. 662 252-8090 or 662 252-8870
Assistant Physical Plant Director .................... 662 252-3824
Physical Plant Director ................................. 662 551-8055
Dean of Students ........................................... 662 274-0979
Holly Springs Police Department .................... 662 252-2122
Holly Springs Fire Department ......................... 662 252-2521 or 252-3938
Ambulance ................................................. 662 252-5999
County Police ............................................. 662 252-1311

Manual Committee

Dr. David L. Beckley, President
Mrs. Carolyn V. Hymon, Dean of Students
Mr. Don Manning-Miller, Vice President for Fiscal Affairs
Mr. Robert Curry, Director of Physical Plant
Mr. Raymond Spight, Assistant Dir. Physical Plant
Mr. Claude E. Gleeton, Chief Campus Police