

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

CAMPUS SAFETY
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Effective November 28, 2018

- (1) Appropriate committees will be chartered as necessary to provide input into campus safety and security matters.
- (2) The Vice President of Administration shall be responsible for administering resources available for campus safety and security.
- (3) The Vice President of Administration shall be responsible for creating and administering programs related to employee safety.
- (4) The Police Department consists of commissioned peace officers and personnel responsible for campus safety. They are responsible for developing, implementing, and maintaining procedures and plans for the following:
 - (a) Compliance with the Jeanne Clery Act which includes preparation, submission and College notification of the Annual Security Report (ASR).
 - (b) Community policing, crime prevention and law enforcement initiatives.
 - (c) Emergency preparedness, evacuation and fire plans, annual response testing and managing the College Emergency Operations Center (EOC).
 - (d) College designated mission essential and mission critical employees.

To ensure the essential functions of the College continue, mission essential and mission critical employees are required to report to or stay at their work location during a campus emergency unless otherwise directed by their supervisor.
 - (e) Monitoring, testing and initiating systems related to emergency notification, public safety telephone and radio communications.
 - (f) Electronic access to campus facilities.
 - (g) The management of employee and student identification cards. Employees and students shall carry College identification cards and make them available when requested by a College official.
 - (h) Employee, student and visitor safety escort service.
 - (i) Traffic enforcement and issuing citations for violations of College policy or state law.

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- (j) Collection and disposal of lost and found items as outlined by the Ohio Revised Code and departmental procedure.
- (k) Ensure only authorized personnel participate in campus operations and classes.
- (l) Managing College parking.

Additional information about these processes and plans are available on the College website, in the College catalog and in the Police Department.

- (5) Facilities Management is responsible for developing, implementing and maintaining procedures and plans for the following:
 - (a) Environmental health and safety compliance outlined in federal, state and local law.
 - (b) Key access to campus facilities. College-issued keys are not to be duplicated.
 - (c) Testing and maintaining the Public Address (PA) mass notification system.
- (6) All scooters, bicycles, skateboards and other personal transportation devices on Columbus State property must meet the following guidelines:
 - (a) Obey all traffic control devices, laws, ordinances and College policies.
 - (b) Cannot be operated on sidewalks, in campus parking lots or inside buildings.
 - (c) Cannot block pedestrian walkways or ADA access.
 - (d) Must be operated at low speed in the presence of pedestrians.
 - (e) Cannot be used for racing, stunts, trick riding or carrying passengers.
 - (f) Headphones and ear-buds are prohibited while operating personal transportation devices.
- (7) For the purpose of meeting federal and other reporting requirements, criminal acts and emergencies must be reported immediately to the Police Department.
- (8) Employees involved in accidents or who sustain job-related injuries while working shall report the accident or injury to the Police Department and to Human Resources within one (1) working day.

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- (9) Requests for safety resources for campus activities and events shall be made to the Chief of Police or designee. Fees may be assessed to user groups for resources beyond those immediately available to the Police Department.

Last Effective Date(s): June 1, 2010; December, 1, 2007

**November 14, 2019: Administrative changes made to reflect updated process.*