

SAFETY PROGRAM
SECURITY PERSONNEL

CGF
(LOCAL)

**College District
Security Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District security department and shall employ and commission security officers as licensed by the Texas Department of Public Safety (DPS).

Jurisdiction

The jurisdiction of College District security officers shall include all territory within- and outside College District boundaries; ~~as well as all property outside the boundaries of the College District~~ that is owned, leased, rented, or otherwise under the control of the College District, with the exception of the Huntsville administrative offices.- These offices are patrolled by the local police department.

Authority

While within the jurisdiction set out in this policy and subject to limitations in law, security officers employed by the College District shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Prevent entry, larceny, vandalism, abuse, fire, or trespass on College District property.
3. Prevent, observe, or detect unauthorized activity on College District property.
4. Control, regulate, or direct the movement of the public, whether by vehicle or otherwise, only to the extent and for the time directly and specifically required to ensure the protection of property.
5. Detain suspects consistent with the Texas Private Security Act in connection with College District-related investigations until a police officer arrives.
6. Coordinate and cooperate with commissioned peace officers of all other law enforcement agencies in the enforcement of this policy as necessary.
7. Enforce College District policies, rules, and regulations ~~on College District~~ on all property within the jurisdiction of the College District or at College District functions.
8. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.

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	<ol style="list-style-type: none">9. Carry weapons as directed by the chief of security officers and approved by the College President <u>if the security officer is qualified to do so under the Texas Private Security Act.</u>10. Carry out all other duties as directed by the chief of security officers, the <u>or</u> College President <u>or their designee.</u>11. Perform other similar functions as permitted by law.
Notice and Registration	The College District security department shall provide to the Texas Department of Public Safety the required notice of intent to employ a commissioned security officer and registration prior to employing a security officer.
Qualifications and Training	All College District security officers shall maintain a Level III license issued by the Department of Public Safety and receive at least the minimum amount of education and training required by law. <u>All College District security officers shall possess a valid Texas driver's license at all times.</u>
Limitations on Outside Employment	Security officers are permitted to provide security services for outside employers so long as such employment does not conflict with services to the College District. <u>A conflict of interest form must be approved by the Chief and submitted to HR.</u> College District security officers shall enforce all laws within their scope of licensing while temporarily assigned to other jurisdictions.
Relationship with Outside Law Enforcement Agencies	<p>The College District's security officers shall assist the Baytown Police Department for serious emergencies at the request of the Police Department. The College District's security officers shall call Baytown Police Department for any level of crime that exceeds the security officers' jurisdiction.</p> <p>The College District's security department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memoranda of understanding at least once every year. The memoranda of understanding shall be approved by the Board.</p>
Chief of Security Officers	The chief of security officers shall have supervisory and managerial duties over the College District security officers, but all of the chief's authority shall be subject to both the authority of the College

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President and Board. The chief is authorized to establish the work schedules for all department personnel.

**Security Manual and
General Orders**

Subject to review and approval by the College President or designee, the chief of security officers shall prepare a manual of procedures, guidelines, and regulations to implement Board policy and to guide security officers in the discharge of their responsibilities. The manual shall address detainment, use of force (including deadly force), evidence handling, use of vehicles and equipment, protection of criminal history and other confidential information, use of firearms and qualifications, security officer standards of conduct and training, interaction with other law enforcement agencies, interaction with mentally impaired individuals, traffic control, compliance with state and federal mandates, and other subjects as may be determined by the chief or College President. The handbook or manual shall address communication and cooperation between the security department and College District administrators with responsibilities for student discipline.

Use of Force

The use of force by security officers is a matter of critical concern to the College District and the public. The College District recognizes and respects the value of human life and dignity without prejudice to anyone. Security officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties. Security officers must have an understanding of, and true appreciation for, their authority and limitations. The use of force allowed by each security officer shall be determined by the level of training and qualifications obtained by the security officer under Sections 1702.163, 1702.1675, and 1702.168 of the Texas Private Security Act and as determined by the rulemaking authority of the Texas Private Security Board. The use of force, including deadly force, for a qualified security officer shall be authorized only when reasonable and necessary and in conformity with the limitations and principles established by the U.S. Constitution, the Texas Constitution, the Texas Private Security Act, Sections 9.42-3 of the Texas Penal Code, and other applicable laws. Without limitation to the forgoing, such use of force shall be authorized only when in conformity with the manual prepared by the College District pursuant to this policy.

By Drone

The College District shall not use force by means of a drone.

Annual Report

Each year the chief of security officers shall submit to the College President a written report summarizing and analyzing the use of force incidents in the preceding calendar year that resulted in death, visible injury, or unconsciousness; that used methods of re-

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straint other than handcuffs or approved devices; that involved individuals who were struck or kicked; or that involved claims by individuals that the officer used excessive force or caused injury.

High-Speed Pursuit

College District security officers shall not engage in high-speed chases in a motor vehicle. Officers shall contact the Baytown Police Department to engage in any necessary high-speed pursuit.

Non-Pursuit Situations

At any time that an emergency situation arises, security officers must first call the Baytown Police Department and then assess whether the College District security officers need to be present due to an emergency response. Emergency responses shall be made only when the incident involves a life-threatening situation or a violent crime in progress. Emergency response must be approved by a supervisor. When deciding to initiate or continue driving under emergency conditions, security officers shall consider such factors as traffic volume, time of day, weather conditions, and potential hazard or liability to themselves and the public. Security officers shall have sufficient information to justify the decision to drive under emergency situations. Security officers responding to a call from another officer needing assistance shall remember that one must arrive at the scene safely in order to be of assistance.

Video Monitoring

Video equipment shall be used on College District property and/or in security officer vehicles for safety purposes.

Access to
Recordings

Video recordings captured by the College District's video monitoring shall be considered the College District's records. The chief of security officers shall maintain and keep in custody all video recordings. Recordings shall be kept for as long as administratively valuable.

Racial Profiling

Security officers employed by the College District shall actively carry out their duties under state and federal law in a responsible and professional manner, without regard to race, ethnicity, national origin, or any other impermissible basis. Security officers are prohibited from engaging in bias-based profiling when carrying out their duties. This policy is applicable to all persons encountered by an officer. The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected. Bias-based profiling is an unacceptable tactic and shall not be condoned.

Complaints

Complaints against a College District security officer shall be filed in accordance with DGBA, FLD, or GB, as appropriate.