**Emory & Henry Campus Police/Security Duties and Responsibilities**

**In addition to duties and responsibilities unique to each shift assignment, all officers will be prepared to respond to emergency situations and calls for assistance. These actions will be documented in both the daily log and on reporting forms specific to the action requiring report. Vehicle and dorm room unlocks, medical emergencies and reportable incidents are examples of situations encountered during a tour of duty.**

 **1st Shift (7AM – 3 PM)**

1. Report for duty. Log in to time clock. Relieve previous shift officer of cell phone, radio, and keys. **No overtime is to be incurred unless previously approved or in an emergency situation.**
2. Check Emory & Henry e-mail for information pertaining to your shift. Email will be the priority method of disseminating information. Each officer is responsible for checking and reading e-mails prior to every shift.
3. Receive information pertaining to campus security status. Information should be exchanged verbally as well as by review of logs/reports.
4. Make an initial inspection of campus buildings, roadways and properties. Record any problems observed in daily log. Continue checks at random intervals throughout shift.
5. Make an initial Parking/Traffic Enforcement Patrol. Ensure that students, faculty and staff, and visitors comply with college rules and regulations. Issue citations for vehicles not in compliance.
6. Answer calls.
7. Walk through buildings/check doors of residence halls.
8. Fill out completely Daily Log Sheet as shift progresses. Log mileage.

**2nd Shift (3PM – 11 PM)**

1. Report for duty. Log in to time clock. Relieve previous shift officer of cell phone, radio, and keys. **No overtime is to be incurred unless previously approved or in an emergency situation.**
2. Check Emory & Henry e-mail for information pertaining to your shift. Email will be the priority method of disseminating information. Each officer is responsible for checking and reading e-mails prior to every shift.
3. Receive briefing from previous shift officer.
4. Make an initial inspection of campus buildings, roadways and properties. Record any problems observed in daily log. Continue checks at random intervals throughout shift.
5. Make an initial Parking/Traffic Enforcement Patrol. Ensure that students, faculty and staff, and visitors comply with college rules and regulations. Issue citations for vehicles not in compliance.
6. Answer calls.
7. Walk through buildings/check doors of residence halls.
8. Fill out completely Daily Log Sheet as shift progresses. Log mileage.
9. Secure buildings as they become available for lockdown. Primarily responsible for securing Wiley Hall, Miller, VanDyke, Byars, Chapel, and McGlothlin Street. Inspect all buildings to make sure they are secure.
10. At the end of your shift you will turn in all paperwork completed during shift to its proper location for data entry. Inspect vehicle and record mileage on log sheet. Double check log and paperwork for accuracy.
11. Exchange information and equipment with relieving officer.

**3rd Shift (11 PM – 7 AM)**

1. Report for duty. Log in to time clock. Relieve previous shift officer of cell phone, radio, and keys. **No overtime is to be incurred unless previously approved or in an emergency situation.**
2. Check Emory & Henry e-mail for information pertaining to your shift. Email will be the priority method of disseminating information. Each officer is responsible for checking and reading e-mails prior to every shift.
3. Receive information pertaining to campus security status. Information should be exchanged verbally as well as by review of logs/reports.
4. Make an initial inspection of campus buildings, roadways and properties. Record any problems observed in daily log. Continue checks at random intervals throughout shift.
5. Answer calls.
6. Walk through buildings/check doors of residence halls.
7. Observe all campus lighting and signage and report issues.
8. Unlock buildings. Primarily responsible for unlocking VanDyke, Byars, Miller and Chapel.
9. At the end of your shift you will turn in all paperwork completed during shift to its proper location for data entry. Inspect vehicle and record mileage on log sheet. Double check log and paperwork for accuracy.

**These duties and responsibilities are subject to change or reassignment by Chief of Police.**

**CAMPUS TRAFFIC ENFORCEMENT**

**Active enforcement of all traffic regulations will be from 0730 hrs. until 1630 hrs. Monday through Friday. During these hours parking lots will be patrolled at random intervals. Enforcement of parking in assigned areas will be priority to alleviate unauthorized use of lots with other violations observe d cited as found. Faculty/Staff, visitor and 15 minute parking areas must be kept free of students to ensure normal operation of Administrative and Academic functions. After-hours enforcement will be specific for handicap, fire lane, unauthorized campus grounds use, improper driving activities and complaint areas where unauthorized parking has created problems. It will be the officer’s responsibility to have citations available at all times during shift and be able to issue in response to complaints.**

**Issuance of Citation**

Traffic citation will be filled out completely and the yellow copy issued to the offender. Place the copy beneath the windshield wiper blade on the driver’s side of vehicle. The notice should be clearly visible to operator before use of the vehicle. The white copy is the original and will be returned to the office for data entry.

**Important – Put Officer name and badge #** **on citation.**

**Parking Decals**

We will be able to account for all vehicles using our campus if our registration system is complete. It is important to note any vehicles using campus that are not registered with our office. Visitors, faculty/staff and students will be responsible for temporarily registering vehicles that are not on file for permanent usage. Temporary use and visitor vehicles will receive temp passes located at front counter and filed in green metal box marked **Temporary Parking Permits.** Do not issue Temporary Parking Permits for more than 1 week except with a Doctor’s note.

**UNIFORM**

 The uniform for all Police and Security Officers at Emory & Henry College shall consist of the following:

1. Khaki pants (These should be clean and neat in appearance)

2. Polo shirt (Navy is the preferred color, with others by approval) Shirts should be imprinted with logo and either “POLICE” or “CAMPUS SAFETY.”

3. Serviceable, neat, but comfortable shoes. You will be expected to do a good deal of walking.

4. Issued hat.

**USE OF CAMPUS POLICE VEHICLES**

**OFFICERS WILL OPERATE THE FORD FUSION OR THE NISSAN PICKUP DURING THEIR SHIFT**

Use discretion when enforcing Campus Traffic Regulations/Code of VA. Avoid vehicle stops near railroad crossings, heavy traffic areas and parking lots. If situation can be handled by following vehicle to residence halls or parking areas, do so. Use of emergency lighting and siren will be restricted to emergency situations and serious traffic violations which require the immediate stop of the offender. For example, a reckless driver endangering the safety of others must be stopped immediately regardless of location. A driver cruising through a stop sign should be followed to an area where the stop and issuance of a citation does not impede vehicle/pedestrian traffic or disturb academic/administrative functions.

**FIRE ALARM RESPONSE**

The fire alarms on Emory & Henry campus are monitored and serviced by Fleenor Security. Notification of any fire alarm will come from Fleenor Security, who will also notify Washington County Central Dispatch. Our systems also have audible alarms, so you may also receive calls from students or staff.

Response to any activated fire alarm is a priority response, and should be accomplished as quickly as is safely possible. Immediate action on arrival is to:

1. assure all occupants are out of the building.

2. determine the validity and/or cause of the alarm.

3. apprise Central Dispatch whether fire and EMS are needed. **Do not clear as a false alarm.** Just advise dispatch that Fire/Rescue is not needed.

4. take appropriate steps to assure the safety of all.

All alarms on campus have zone readouts, which should provide a general direction for the officer’s immediate assessment. Upon determining if there is a need for Fire and EMS personnel, the officer should immediately contact Central Dispatch to alert or cancel any responding personnel. At this point, the alarm panel can be reset if there is no fire. **Do not reset the alarm if there is an active fire!**

After making an immediate assessment, if there is no immediate threat, the entire building should be swept to assure there is no fire elsewhere. Remain on the scene for several minutes after the initial alarm is assessed to assure there are no further occurrences and to more properly assess the situation. Every attempt should be made to identify the cause of the alarm, and if there is a malfunction, it should be reported to Fleenor Security for inspection and repair.

**BOMB THREAT PROCEDURE**

Bomb threats can be received in many different forms. Threats may be called in directly to our cell phone or reported to us by personnel receiving the threat at another location. Threats may be received as a written notice or by computer communications. Any threat reported to this office will receive an immediate response. Officer response will include notification of supervisor, threat assessment, evacuation of area in question and alerting Washington County Central Dispatch for emergency crews to respond. You will be responsible for collecting evidence and statements from individuals involved. Supervisory and Administrative personnel will determine further action to be taken by the college such as full evacuation of campus or mass alert system activation.

Considerations which should be considered include, but are not limited to:

* Do not use 2-way radio within 100 meters of the suspect package/area.
* If the call is received directly on the cell phone, note the exact time.

**Additional Responsibilities:**

* Notify Chief of Police and/or Assistant Chief of Police immediately.
* Remain a safe distance from the activity and make note of what is occurring.
* Do not release any information regarding the incident to anyone other than the police and college officials.

**CAMPUS ALERT SIREN**

The Campus Alert Siren, located on the roof of the Kelly Library, is to be used only in case of extreme emergencies, and with approval of appropriate personnel (Chief of Police, Dean of Students, etc.).

The siren may be activated by utilizing the keypad on the two-way radio. The code is **1313**. Press and hold the push-to-talk button on the radio, enter the code **1313**, and continue to hold the push-to-talk until the siren activates. To deactivate the siren, repeat the procedure, holding the push-to-talk and entering the code, then continue to hold the push-to-talk until the siren deactivates. If the siren does not deactivate, repeat the procedure.

**CAMPUS POLICE CELL PHONE**

The office cell phone is the main communication link to the Campus Police office. It must be carried at all times while on duty As our office operates 24 hours a day, there is very little time to recharge the battery. Take advantage of any available time to charge the phone in the office. Keep outgoing calls to a minimum by using the ground-based phone in the office for local calls.

The office cell phone receives calls made to **276-944-6222**, and **Extension 6222** (when dialed from within the campus) as a transfer from the college’s main switchboard. The cell phone can be contacted directly by dialing **276-356-7783.**

To listen to voicemail, touch the “phone” tab, then touch the tab at the bottom right of the screen that says “Voicemail.” A list of voice messages should appear. Touch the “Play” button and listen to the voicemail.

**LIVESAFE**

The office cell phone also contains the LiveSafe App, as well as the LiveSafe Dashboard. This should be monitored at all times. Assure that the dashboard is on. When on, the dashboard should display on the screen. When a tip is received, you should hear a “sonar” beep. Respond to all calls which pertain to Security.

**SCHOOL OF HEALTH SCIENCES**

The SHS officer can be reached by dialing **(276)944-7234**, which will transfer to the cell phone, or by dialing the cell phone directly at **(276) 608-0212.**

**MISCELLANEOUS PHONE NUMBERS**

**FLEENOR SECURITY ----------423-282-1665 (PIN # 1212)**

Abingdon PD………………………………..628-3111

Bristol, VA PD……………………………...466-2121

Bristol, VA SO……………………………...466-2115

Bristol, TN PD…………………………423-989-5600

Damascus PD………………………………..475-3341

Glade Spring PD…………………………….429-5134

Marion, VA PD………………………..276-783-8145

Smyth Co SO………………………………..783-7204

Sullivan Co, TN SO…………………….423-279-3651

Washington Co SO………………………….676-6252

 Mike Olinger…………………………...676-6010

Washington Co Central Dispatch……….…..676-6277

VA State Police…………………….......800-542-8716

Commonwealth Attorney……………………676-6291

Circuit Court…………………………………676-6224

Gen. Dist. Court……………………………...676-6279

J&DR Court…………………………………..676-6282

Magistrate…………………………………….676-6228

Regional Jail………………………………….739-3520

**NORFOLK & SOUTHERN RR POLICE…**304-325-4300

 **FAX…**304-325-4344

**VDOT ROAD CONDITIONS………………**800-367-7623

**FAX #’s**

E&H CAMPUS POLICE………276-944-6121

E&H SWITCHBOARD………..276-944-6934

CENTRAL DISPATCH………..276-676-1146

SWLEA (ACADEMY)…………276-645-3719

**E & H CAMPUS POLICE/SECURITY**

**PERSONNEL CONTACTS**

**BADGE OFFICER HOME PHONE CELLULAR**

**900 S. POORE 423-335-0236**

**901 J. O’DELL 276-494-9448**

**903 M. YINGLING 276-782-2240 276-791-9899**

**904 T. STURGILL 423-366-7660**

**906 D. McCONNELL 276-496-7929 276-451-0115**

**702 D. ALLISON 276-608-8111**

**703 T. EVERHART 828-406-6949**

**704 M. WILLIS 276-494-9238**

**705 D. MATA 276-525-5016**

**706 T. HARDIN 423-340-2352**

**707 G. McCOY 276-646-3477 276-378-6245**

**708 D. MILLER 276-782-5268**

**709 A. GARDNER 276-623-7687**

**Officer phone numbers are for internal use only! Never release an officer’s phone number without his/her approval!**

**Main Campus Duty Phone: 276-356-7783**

**Marion Campus Duty Phone: 276-608-0121**

**EMERGENCY CALL BOX NUMBERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Wiley Jackson hall (parking lot side entrance)** | **6961** |  |  |
|  |  |  |  |
| **Carriger hall library side entrance** | **6962** |  |  |
|  |  |  |  |
| **Martin-Brock at security office entrance** | **6963** |  |  |
|  |  |  |  |
| **Parking lot east** | **6292** |  |  |
|  |  |  |  |
| **Parking lot west** | **6294** |  |  |
|  |  |  |  |
| **Weaver Hall at the front entrance door** | **6351** |  |  |
|  |  |  |  |
| **Emory Merc. Right side entrance door** | **6964** |  |  |
|  |  |  |  |
| **Code blue community center** | **6527** |  |  |
|  |  |  |  |
| **Code blue behind Cambridge house** | **6498** |  |  |
|  |  |  |  |
| **Code blue in the village parking lot** | **6509** |  |  |
|  |  |  |  |
| **Code blue front of VanDyke** | **6688** |  |  |

***To utilize phone:***

**TO CALL 9-1-1:** *PUSH RED BUTTON – THIS WILL DIAL WASHINGTON COUNTY CENTRAL DISPATCH.*

***THIS IS FOR EMERGENCIES ONLY!***

*FOR NON-EMERGENCY USE:*

* + - * Push black button to get a dial tone
			* Punch in extension or phone #
			* When finished – push black button to end call

**Use of Student Life Emergency Numbers**

**Incidents Involving Students**

Any incident brought to the attention of Campus Police/Security that involves a student will be reported to the Chief of Police via incident report or memo. Any misconduct requiring response from our office will be referred to the Dean of Students’ office by the Chief.

Officers will contact Area Coordinators in the event of misconduct by students requiring a Police /Security response. Officers will not contact the Dean of Students directly. Area Coordinators will evaluate the situation and determine whether or not to contact the Dean.

Use officer discretion based upon severity of incident to determine your level of response. Non-emergency situations can be handled between the responding officer and student involved and then referred to the Chief of Police. If you feel you can handle the situation without contacting the Area Coordinator, then do so. Reports and other info can be referred on to Student Life staff by the Chief after his review. Anytime you are in doubt about whether or not to contact an AC, make contact to be on the safe side. Remember the Dean of Students will be contacted before any criminal charges are pursued against a student.

**Area Coordinators**

Josh Von Castle

Emma Cruz

**STUDENT LIFE NUMBERS**

**LACEY SOUTHWICK   615-972-9782     (cell)      276-944-6240 (office)**

**RYAN BOWYER 540-392-2344 (cell) 276-944-6528 (office)**

**JOHN HOLLOWAY        646-302-8490  (cell)         276-944-6122 (office)**

**JOSH VON CASTLE       276-492-8778 (cell)          276-944-6795 (office)**

**EMMA CRUZ 607-793-7634 (cell)**

**STUDENT LIFE OFFICE    276-944-6529**

As with any other numbers in this manual, these are not for dissemination, and should be used exclusively to assist the officer in the performance of his duties.

**PHYSICAL PLANT NUMBERS**

Problems with utilities and college grounds/properties fall under the Physical Plant maintenance and housekeeping divisions. As you make inspections of the campus you will occasionally find problems requiring attention from this department. In addition to visual detection of maintenance/housekeeping concerns, you will receive calls from individuals experiencing problems with facilities.

Calls received in reference to maintenance issues require officer to determine the location and nature of the problem. Any problem observed during Physical Plant working hours will be referred on to their department using two-way radio or contacting the secretary at X6242. After-hours problems encountered will be handled by locating/contacting late duty personnel. If a maintenance issue is minor in nature and does not require immediate attention, then use the **Maintenance Request** form. Specify the nature and location of the problem observed and deliver the form to the Physical Plant office.

**DO NOT GIVE THESE NUMBERS TO ANYONE**

Persons requesting contact any of these individuals will be referred on to Physical Plant office to leave contact information.

**PHYSICAL PLANT EMERGENCY CONTACT NUMBERS**

Maintenance…………………Micah Wood……………………...(423)552-9192

Grounds……………………..Joel Bassett………………………..(276)608-6639

Custodial…………………….Robert Jones………………………(276)477-0502

In the event that the appropriate Manager is not available, then contact………

Scott Williams…………………………………………………….(570)418-0432

**CHEMISTRY WING EMERGENCY NUMBERS**

For concerns about the gas cylinders, Chemistry store room (next to the MS loading dock), NMR room (MS 145) or Chemistry wing (3rd floor MS), please call **Michael Lane (276-944-6190) or email Jim Duchamp (****jcduchamp@ehc.edu****).**

For issues in the Biology wing (2nd floor MS) or greenhouse, please call

**Christy Fleet (276-619-1769) or George Argyros (617-733-7392).**

**POWELL RESOURCE CENTER**

The Powell Resource Center provides mental health counseling and support for students, faculty, and staff of Emory & Henry College. During office hours, the PRC can be reached via extension 6180, or by dialing 944-6180.

After hours numbers are below. These are the only numbers to be used for contacting the Powell Resource Center counselors after hours:

Todd Stanley  540-798-8014

Emily Lockhart 276-698-9608

**SERVICE ANIMAL INFORMATION**

A Service Animal is different from:

* Emotional Support
* Comfort
* Companion
* Assistance
* Even different from Therapy Animals which are certified.

Service animals are:

1. dogs or miniature horses
2. trained to do work or perform a specific task or tasks
3. and the service or task is directly related to a disability.

Examples of tasks (this list is not all inclusive but just serves to give examples):

* guiding the blind
* alerting the deaf
* alerting and protecting a person having a seizure
* alerting to sudden blood sugar level drops
* reminding a person with mental illness to take prescribed medication
* calming a person with PTSD (This is not simply providing comfort or emotional support; if the animal has been trained to sense that an anxiety attack is about to occur and to take a specific action to help avoid the attack or to mitigate its impact, that would qualify as a service animal.)
* etc. (Opening doors or elevators, pushing elevator buttons, checking out an area before a person enters, pulling a wheelchair, carrying items such as book bags or back packs.)

They are allowed in all areas where the general public may go , including restrooms, cafeterias, athletic arenas, hospital rooms, ambulances (unless the space is crowded and would interfere with medical staff’s ability to treat the patient, in which case other arrangements should be made to transport the animal to the hospital). They are not allowed in an operating room or a burn unit where the animal’s presence compromises the required sterile nature of the area.

When working, they must be harnessed, leashed, or tethered, unless these devices interfere with the service to be performed or the individual owner’s disablility prevents using these devices, but even in the latter circumstance, the animal must be under the control of the owner through voice, signal or other effective means.

There are only 2 questions that can be asked (and it is preferable that you refer to the Dean of Students to ask these; imagine being asked over and over and over):

1. What task or work is the animal trained to do?
2. Is the task or service related to a disability?

DO NOT ASK:

* Do you have a disability?
* What is your disability?
* May I see medical documentation?
* May I see documentation about the dog’s training?
* May I see a demonstration of what the dog is trained to do?

Restrictions:

* Allergies or fear of dogs by others in the same area (assign to different rooms or areas within the same room)
* Asking the service animal to be removed:
	+ Only when the dog is out of control and handler does not take effective action to control it, or
	+ the dog is not housebroken.

Even then, the owner must be offered the opportunity to obtain goods or services without the animal’s presence.

Owners of Service Animals cannot be asked for pet deposits, although the owners are responsible for any damages that are created by the animal.

Service animals in training are not protected under the ADA.

Service animals are not required to wear a special vest, ID tag, or specific harness; registration as a service animal is not required, but can be helpful in terms of checking for them in emergency evacuations, etc.

Service animals are not accommodations, so no accommodation plan will be forthcoming but rather a letter of acknowledgement. There may be an accommodation plan as well if other accommodations are appropriate and requested by the owner, but this may not necessarily be the case.

**The presence of animals on campus is an issue directly related to Student Life; officers should not attempt to question or investigate animals on campus, but should rather refer the issue to the appropriate Student Life personnel,**