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	EFFECTIVE DATE: 08-17-09	AMENDS: 08-21-08	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA / IACLEA 1.2.7-A, 61.1.2, 61.1.5 TPCAF	

.10 Discussion: In the Fall of 1990 the Board of Directors of the [International Association of Campus Law Enforcement Administrators](#) endorsed [nineteen \(19\) position statements on the management of campus law enforcement](#). Position statement 19 reads:

- A. Non-Commissioned Personnel in Law Enforcement Duties — The complex nature of law enforcement demands knowledge, skill, training, and experience. Judgments frequently required are beyond the preparation, responsibility, or authority of private citizens. Personnel who do not have the necessary judgment resulting from the acquisition of this knowledge and skill acquired through law enforcement training should not be assigned to functions which may require them to question, detain, or restrain the movements of citizens.
- B. In conformity with position 19 as put forth by IACLEA and Texas law governing security officers the following policy / procedures have been adopted by the Alamo Colleges Police Department.

.11 Policy:

- A. Security Officers are civilian members of the Alamo Colleges Police Department and perform a variety of duties related to the protection of District and College facilities and property. **Security Officers have no police powers** and exercise authorities only as specifically set forth in this and other procedures issued by the department.
- B. The primary function of a Alamo Colleges Police Department Security Officer is to assist the Alamo Colleges Peace Officers in providing for the Safety and Security of the various Campuses and facilities of the Alamo Colleges, including its students, faculty, administrators, staff, visitors and neighbors, as well as its physical assets during his/her assigned shift.



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- C. For the purpose of this procedure, the term "Security Officer" shall refer to a non-sworn member of the department who performs security – related functions.

.20 Responsibilities and Authorities

- A. Security Officers are responsible for the general protection of District and College facilities and property. The following are the duties of a Security Officer. Additional duties not listed may be assigned periodically through the chain of command:
 1. To provide visible patrol of assigned areas as a deterrent to criminal activity and to make security checks for unsecured doors, facilities, and unauthorized persons and report those discovered.
 2. To detect and report safety and fire hazards present on District and College property.
 3. To perform emergency first aid assistance on injured individuals until relieved by appropriate emergency personnel.
 4. To perform traffic control functions such as: issuing Alamo Colleges parking tickets, securing parking lots and spaces for special events, etc...
 5. To provide directions, information, and assistance to the public while upon Alamo Colleges property.
 6. To immediately notify the on duty Communications Operator of suspicious persons or activities, security or safety hazards, and all other situations requiring the attention of emergency personnel.
 7. To monitor persons who appear not to be authorized to be in a specific area or appear to have no legitimate reason to be in an area not generally open


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to the public and report those observations to the on duty Communications Operator so that an on duty peace officer can be dispatched.

8. To provide all reasonable assistance to sworn members of the Alamo Colleges Police Department when so requested.
9. To appear in court and testify as a witness, if needed or necessary.
10. To submit oral or written reports as directed.
11. To perform other duties as directed by authorized members of the Alamo Colleges Police Department.

.30 General Limitations on Authorities

- A. Security Officers carry out their responsibilities and duties with the following specific limitations:
 1. Security Officers may not attempt in any way to use sworn powers or infer possession of such powers.
 2. Security Officers may not carry weapons of any kind except those authorized by the Chief of Public Safety and those which the member has been trained. Example: Pepper spray or ASP baton.
 3. Security Officers may not conduct criminal investigations or write reports related to criminal incidents. Such matters shall be referred to a sworn member of the Alamo Colleges Police Department.
 4. Security Officers may not operate department vehicles that are marked externally with the word "POLICE" or anything indicating sworn status.

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5. Security Officers may not wear uniform items that are marked with the words "POLICE".
6. Security Officers may not write J.P. citations for any state code violations.

.40 Field Stops

- A. Security Officers should not arrest or attempt to arrest persons suspected of committing a crime or known to be wanted for a crime. In these types of circumstances, a sworn Alamo Colleges Police Department Peace Officer must be called to handle the situation. Security Officers should collect as much information as they can through observing the suspect from a safe distance (i.e. descriptive information of suspect, suspect vehicle, direction of flight, etc.) and relaying that information to the on duty Communications Operator.

.50 Use of Physical Force


- A. Security Officers may not take physical action against someone except under the following specific circumstances:
 1. In legitimate self-defense when permitted by law.
 2. To stop an assault in progress.
 3. To assist a sworn law enforcement officer when explicitly directed to perform such an action by said officer.
- B. Physical action includes but is not limited to: pushing, restraining, hitting, grabbing or kicking an individual for any purpose including removal from a campus site.
- C. In the event a Security Officer observes an assault or any other crime in progress, their responsibility is to immediately notify a sworn officer.

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- D. Any physical force used should be done so based upon the Security Officer's judgment of his/her own ability to safely intervene given the circumstance present. Such situations should be immediately reported to the Security Officer's supervisor as well as documented by the Security Officer via a supplement to the Peace Officers report of the event.

.60 Actions To Be Taken Upon Discovery Of: The Communications Division shall be immediately notified upon discovery of any of the following conditions. Communication of the situation is always to be the first step. Following that notification, use these guidelines for:

- A. An injured person:
1. Render first aid to the party to the extent of training and equipment available. Be certain to assess the scene and base your actions on what you notice. Conditions such as exposed electrical wires, unknown chemical hazards or continued crime in progress may limit your actions.
 2. Attempt to ascertain the cause of the injury and communicate that to the on duty Communications Operator.
 3. Remain at the scene until relieved by a peace officer
 4. Render psychological first aid to the victim by advising them that medical help has been called.
 5. Ask any witnesses to the event to remain for police interview.
 6. Determine if an acquaintance of the victim is present and whether or not they may have medical background information about the victim.

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- B.** An intoxicated person:
1. No intoxicated person is to be left to "sleep it off."
 2. Advise the Communications Operator of your judgment as to the individual's condition and await further instructions.
- C.** A suspicious person:
1. A suspicious person shall be kept under observation and the response of Peace Officer shall be requested. Security Officers shall not attempt to stop, detain or require suspicious to provide identification.
 2. The actions of the individual shall be noted and included in the narrative section of the Security Officers report.
 3. If the individual behaves in an aggressive fashion, do not attempt to detain or subdue them unless necessary to safeguard their safety and that of the public. Notify the on duty Communications Operator of the individual's actions, and follow them from a safe distance if they attempt to flee.
- D.** Crime Scenes:
1. Touch nothing. Do not use the telephone to notify the Communications Operator. Do not turn any lights on or off.
 2. Ascertain if there are victims present. Notify the Communications Operator if there are victims and if they require medical attention.
 3. Record the names of any victims and/or witnesses and ask them to remain pending the arrival of a Police Officer.

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4. Preserve the crime scene by not allowing anyone other than responding police or emergency personnel to enter the area. Do not attempt to re-secure any doors or windows that may have been broken in. You must attempt to keep the scene as it was when you entered.

E. Assault or Fight in Progress

1. Do not attempt to stop, referee or mediate the fight if there is no one who is in immediate danger of receiving serious bodily injury.
2. Notify the individuals that you have called the police. This action may in fact terminate the fight or assault.
3. If some one is in danger of receiving serious bodily injury, and if the Security Officer involved does not observe a weapon or perceive any threat to their personal safety, an individual is expected to apply the minimum level of force necessary to prevent that harm. The level of force applied depends upon the individual Security Officer involved. For some individuals, this may mean an attempt to subdue the attacker. For other people, this force may be substantially less.
4. Your immediate goal is to notify the Communications Operator of the assault and to advise the people involved that police officers are responding.

F. Immediate Maintenance Needs

1. These include any exterior door or window that will not secure against a person entering, including maintenance needs reported earlier in that or previous shifts.
2. The Security Officer is to remain stationed at the site to prevent improper entry until relieved by a Patrol Supervisor or maintenance personnel who respond to correct the problem.

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3. If the maintenance need is routine and does not constitute a breach of security, the condition should be reported in written form, which is then submitted at the conclusion of the shift.
 4. Friday night is designated as "Light Night". Every Friday, a comprehensive light survey is to be conducted on every post. This includes surveys conducted by security officers assigned to a post that they may not typically staff. All exterior lights that are non-operational, including those previously reported, will be reported in writing and submitted at the conclusion of the shift.
 5. These reports will be compiled by the Patrol Lieutenant, and forwarded to the Deputy Chief/Patrol. This report is due every Monday morning.
- G.** Individuals in a closed or otherwise unoccupied building:
1. If the individual's demeanor is not aggressive, ask the individual if they are affiliated with the College and the department of the area they are in.
 2. If the individual's demeanor is not aggressive, ask the individual if they have written permission to use that space.
 3. If the individual's demeanor is not aggressive, ask for and record their identification. If the person is aggressive, notify the on duty Communications Operator and ask for assistance.
- H.** An experiment or equipment in operation:
1. Do not turn off any equipment or experiment that is found in operation. An experiment or equipment that is in operation that is turned off may result in severe danger or damage. This includes copy machines, computers, bunsen burner flames, running water - unless the water is an obvious maintenance failure such as a flooding condition. Coffee pots should be turned off.



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2. If there are department personnel present, advise them of the experiment or equipment that is in operation. If there are no department personnel in the building, advise the on duty Communications Operator and request guidance from a supervisor.
 3. If the situation appears in the judgment of the individual on the scene to pose a threat if it is allowed to continue, the person is to request a Police Officer to assist in evaluating the threat.
- I. A Citizen Complaint:
1. A person registering a complaint is to receive the same courtesy as a person with a problem. All concerns are to be heard and immediate action taken.
 2. A supervisor should be summoned to the scene when a member of the community advises you of a concern regarding the quality of Security or Police services. Initiating prompt corrective action will insure that we are meeting the needs of our community.
 3. The responding supervisor is to obtain the name, affiliation and contact phone number of this person and advise them on the complaint process. The supervisor is to prepare a written report of the specifics of the complaint. This report is to be delivered to the Chief of Police no later than the next duty day.