

CAMPUS SECURITY AND PUBLIC SAFETY

DEPARTMENT MANUAL



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ABOUT THE DEPARTMENT

MISSION

The mission of the Public Safety Department of Pittsburgh Technical College is to protect and serve the PTC community. The members of the PTC Public Safety Department are committed to being a caring and sensitive professional service organization that dedicates itself to the concepts of personal excellence at the highest levels, uncompromising integrity, continuous improvement, productive teamwork, and efficient public service.

We maintain a partnership with our community sharing community-oriented protection responsibilities and facilitating public safety and crime prevention through education and law enforcement. We contribute to the continuing improvement of the quality of life in our community by providing understanding, compassionate, and effective policing, and security services.

AUTHORITY OF PUBLIC SAFETY OFFICERS

Because no campus is totally crime-free, it is incumbent upon each of us to do all we can do to identify, control, and combat campus crime. Common sense and good judgment should be used when making your way around the campus as well as off-campus locations. Be watchful and alert and do not hesitate to ask for help, call 911, or contact the Campus Public Safety Department Office at **412-809-5300** if you need help anywhere or at any time. When in any of the parking lots (main campus or on-campus housing) there are 7 Code Blue Stations and 6 emergency panic buttons that can be activated in case of emergency. If there is an emergency press the button, a call center is notified, and Campus Public Safety personnel will be dispatched to your location. PTC Community members are encouraged to report all crimes and public safety related incidents to the PTC Public Safety Department in a timely manner by using one of the following means:

- The Campus Public Safety Department Office is in room 203 of the Academic Building (Second Level).
- If on a campus phone, dial ext. 5300 and report it directly to the Campus Public Safety Officers on duty.

- From any phone, dial 412-809-5300. It will connect you directly to the Campus Public Safety Department and the Officer(s) on duty 24 hours a day.
- Call 911 or 724-693-8400 and report it to the North Fayette Police Department (NFPD)
- Off-campus at Hawthorne call 911 or 724-693-8400 and report it to the North Fayette Police Department (NFPD).
- Email to [Campus Public Safety](#)
- If crime is reported to the North Fayette Police Department (NFPD) they will dispatch PTC
- Public Safety Officers to the scene while simultaneously dispatching other required emergency response equipment to resolve the situation.

MEMORANDUM OF UNDERSTANDING

North Fayette Police Department is the policing agency that responds to all calls for service to the North Fayette campus, and the Hawthorne off-campus housing complex. They are police first responders and investigate all crimes that occur on those properties. The PTC community works together in a coordinated manner leveraging the resources that each organization brings to the process.

JURISDICTION OF PUBLIC SAFETY OFFICERS

PTC Campus Public Safety Officers have the authority to ask any person on any PTC property for identification and to determine whether individuals have lawful business at Pittsburgh Technical College's Academic Building, on-campus, or off-campus housing units. Campus Public Safety Officers are armed for their protection and the protection of the PTC community against rapidly evolving violent encounters. Campus Public Safety Officers may accompany housing staff on complaints and housing inspections. The PTC Department of Public Safety is responsible for all aspects of campus safety, public safety, and security. The department falls under the supervision of the Vice President of Administration and Chief Financial Officer and is administered to by the Director of Public Safety.

PURPOSE AND SCOPE

The overall accountability for managing campus security and public safety resides with the Vice President for Facilities and Services. The day-to-day responsibility for this function has been delegated to the Public Safety Director and the Public Safety Department. The Public Safety Department encompasses security, risk management, risk reduction, risk abatement, organization-wide continuity planning, and law enforcement services. Officers are responsible for on-campus and off-campus building and housing safety and over all security of the PTC community.

The responsibilities of the Public Safety Department are to:

- Protect all persons lawfully utilizing the facilities, including but not limited to faculty, staff, students, licensees, visitors, and outside service providers.
- To provide services and promote good student, guest, and employee relations.
- To protect the school's interests, property, and assets from theft and/or loss.

The Public Safety Department shall have a Director who is accountable for all functions of the Public Safety Department. The Public Safety Department shall be staffed by employees who are certified under PA Act 49, Act 2, Act 120, and Act 235 and meet the minimum qualifications as defined in the position description and listed in section titled Personnel.

The Public Safety Department is staffed 24 hours per day, every day, and can be reached by calling (412)-809-5300. If there are any concerns, questions, or comments concerning the Public Safety Department, please contact the Director of Public Safety at (412) 809-5349 or by email.

The North Fayette Police Department services the PTC North Fayette campus, the Community at Hawthorne and can be contacted directly through the regular emergency number 911, (724)-693-8400 or non-emergency @ (412)-787-8900.

PERSONNEL

Officers in the Public Safety Department are either full-time or part-time employees of PTC. All officers must be certified by PA Act 235. The Public Safety department will contract additional security if needed. The officer's primary responsibility is to respond to all types of situations that require a security presence. The aspect of PTC officers being armed is for their response to any rapidly evolving deadly force encounter. They

are to stabilize the situation, neutralize or eliminate the threat, and turn over the scene to the responding local police department.

The Campus Public Safety Officers are armed as follows:

- Weapons and Ammunition:
- 9 MM or .40 or .45 cal. Semi-automatic pistols with a level 3 retention holster
- OC Spray
- Baton
- Handcuffs
- Electronic Control Devices
- Uniforms

The uniform for the Campus Public Safety Department are navy blue or black pants with navy blue long or short-sleeved shirts. The Department patch will be worn on the sleeve and the officer's name embroidered over the right breast with the badge on the left breast. A white polo and/ or white shirt are also authorized for special occasions.

Shoes will be black. Jackets will be dark blue or black. A florescent jacket is also approved. Duty gear will be carried on a leather or nylon belt with holders. Officers are hired by the Director of PTC Public Safety Department. The jurisdiction of the Campus Public Safety Department includes all of PTC's property on-campus and off-campus.

OFFICER DOCUMENTATION IN FILE

PTC Public Safety Officers must have on file the following documentation:

- Current Certification(s) (PA. Acts 120-49-235-2 and any other type of training certifications)
- Current Firearms qualification
- Criminal Background check
- Driving Record check and copy of license
- Current CPR/AED/First Aid

All PTC Public Safety Officers must attend mandatory annual in-service training sessions, which address a range of topics relating to law enforcement and the handling of students, staff, faculty, and guests and that are updated annually. Officers are required to be trained and certified in the use of firearms, OC, Baton, and/or Electronic Control Devices by qualifying annually and have current certificates in their training files. Newly assigned officers will spend 10 days/shifts with a Field Training Officer (FTO) who will provide on-the-job training in order for them to learn about the PTC community, its culture, history, the campus footprint, equipment they will use, and their duties and responsibilities.

STAFFING AND PATROLS

In addition to the Director, the department consists of full-time Public Safety Officers, supplemented by part-time/casual officers. Campus Public Safety Officers are on duty conducting random foot and vehicle patrols, 24 hours a day, seven days a week of the main campus, on-campus housing areas, and off-campus housing as necessary. Campus Public Safety Officers also conduct vehicle patrols of the streets adjoining the buildings of the campus, all parking lots, athletic venues and conduct random patrols of the buildings during hours of operation as well throughout the night.

GENERAL SECURITY

Situations reportable to and under the control of the Public Safety Department include, but are not limited to, the following:

- Theft, damage, or loss of any property belonging to PTC, as well as faculty, staff, students, visitors, or any other persons or organizations lawfully on PTC property no matter the cause.
- The presence of unidentified or unauthorized person on PTC property.
- Suspicious persons or actions on or near PTC property.
- Improper or unlawful conduct by any person or group on PTC property. This includes
- actions by any person or group that could be detrimental to PTC or a member of our community.
- Investigation of criminal activity on PTC property.
- Investigate the smell or visible smoke, or any fire in any and all buildings.

- Respond to all emergency related incidents on campus.

NOTE: PTC Property includes all property owned or leased by PTC, no matter where it is geographically located.

DAILY OPERATIONS LOGBOOK

All activities reported to Campus Public Safety Department are entered into the daily logbook located in the office of the Campus Public Safety Department, Room 203 of the Academic Building. Posting of an incident may be delayed if it would jeopardize the safety of an individual, or an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. Crimes committed off campus that involve a student and are reported to the Public Safety Department are also entered into the crime log. The log is available upon request. All incidents are recorded in a data base called "Incident Tracker." The POC for Incident Tracker is the Residence Life Director, Gloria Ritchie.

RESPONSES

All criminal incidents occurring on PTC property, in on-campus or off-campus housing units, are to be referred to the local Police. All incidents occurring on, and off campus property must be documented, and records kept for Clery compliance reporting requirements. All incidents including accident and medical are to be reported on PTC's Incident Tracker system.

PUBLIC SAFETY

FIRE EVENTS

In the event of a fire, activated fire alarm or sprinkler activation, it must be reported to 911 immediately.

No person shall delay the reporting of a fire or alarm. No person shall give, signal, or transmit a false alarm. PTC will have quarterly fire/emergency evacuation drills in all buildings owned or leased by PTC both on and off campus.

The following procedures must be adhered to in the event of a fire or an alarm:

- Activate the nearest fire alarm
- Evacuate the building to designated rally points
- Ensure special needs persons are safe and cared for
- Call 911 and the PTC Public Safety Department x 5300.

All alarms must be considered as real and must be reacted to appropriately. Fire Safety and Emergency Evacuation plan located in PTC Emergency Action Plan. The PTC Public Safety Department is charged with the following additional duties:

- Performing fire inspections of ALL PTC owned and leased property.
- Fire drilling every quarter at all facilities
- Collecting Fire statistics (i. e., number and causes, deaths, injuries, property values)
- Publish an annual fire safety report.
- Keep a "fire log" within our daily operations to identify nature, date, time, location, and source of any fires

In the event of a power outage, PTC Campus Public Safety will immediately set up a fire watch process using RC's and RA's along with other Public Safety Officers.

Considerations must be made for relocation of students in the event of a long-term incident and weather conditions.

MAINTENANCE OF CAMPUS FACILITIES

As Campus Public Safety Officers identify security and safety violations, they may encounter during their patrols they will report those violations immediately using a helpdesk or call via phone or radio and make a repair request and make an entry into Incident Tracker or Maintenance's Online Helpdesk.

The maintenance, housekeeping, and housing staffs also look for any security, safety, or maintenance issues in the course of their duties and may correct them on the spot, whenever possible, or submits a work order for their correction. Members of the PTC community are encouraged to report any safety, security, or maintenance issues to the Public Safety Department or facilities maintenance so they can be corrected or mitigated.

The Resident Life staff also makes checks of their areas of responsibility for any safety and security issues and report any repairs/corrections needed to Maintenance or Security Department. **Resident students who notice any problems should report them to the Resident Life Office, Facility Maintenance, or Campus Public Safety Office.**

More information is available in the section Security Considerations in the Maintenance of Facilities.

ACCESS TO HOUSING FOR INTERNAL AND VENDOR PERSONNEL

PTC personnel have keys to all doors in on-campus housing. However, to gain access to suite doors they MUST utilize their swipe cards. Vendors must be escorted by a security or housing member if they are working throughout a housing building. If a vendor is scheduled into one room specifically and there are no other occupants in the suite the vendor is given a "vendor access card and key". The access is restricted to a specific building and room. The vendor must sign in at reception and report to Campus Public Safety Department (Room 203) and provide their driver's license in exchange for the card. When they have completed the job, they can turn in the key for their identification/license.

INTERAGENCY COOPERATION

The Campus Public Safety Department maintains a professional working relationship and cooperates fully with local, state, county, and federal authorities in cases that involve both on and off campus PTC properties or when the resources of another agency can better facilitate the resolution of an investigation.

Crimes committed on PTC's North Fayette properties (Main Campus and Hawthorne Community) are reported to the North Fayette Police Department (NFPD). The Campus Public Safety Department can communicate with the NFPD via direct radio link. In addition, the NFPD assists with criminal investigations and crime prevention awareness programs offered to all community members.

USE OF FORCE

When detaining a suspect, PTC Public Safety Officers are to use only as much force as necessary to overcome any resistance and stop the action of the suspect. Force is defined as follows:

REASONABLE FORCE:

Reasonable force is the amount of force a prudent person would use in a similar situation. This force is based on the amount of resistance the officer is experiencing from a suspect. The officer is to only use the amount of force necessary to “stop the action” of the suspect. When the action stops the force must stop.

EXCESSIVE FORCE:

Excessive Force is more than ordinary force. This may also be considered unreasonable force. Any force applied once resistance stops can and will be considered as excessive. The criterion used by the PTC Campus Public Safety Department is that “reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight by someone who was not at the scene.” The courts have established factors and criterion in which to evaluate alleged cases of excessive force. The officer must take into consideration the following:

- The severity of the crime.
- Did the suspect pose an immediate threat to the officer or others?
- Did the suspect have the ability to injure the officer or someone else?
- Were the circumstances tense, uncertain, and rapidly evolving?
- Did the suspect have the opportunity to injure the officer or someone else?
- Was the officer or someone else in imminent danger?
- Was the suspect attempting to evade arrest by flight?
- Was the suspect actively and/or assaultive resisting arrest?
- Was this the last resort the officer had?
- Was what the officer did “reasonable”?
- Was what the officer did “necessary”?

Officers must be legally performing his/her duties when force is employed. The level of cause or justification for using any force is the objective reasonableness standard of the Fourth Amendment. Therefore, use of force is considered a seizure and needs to be objectively reasonable based on a reasonable officer standard.

Officers are required to make an objectively reasonable choice from among the force options, based on the facts and circumstances known to them at the time. The purpose of all uses of force is to control the situation and/or gain compliance and stop the action. Once the officer recognizes the force justification has changed (i. e., compliance or control, or the action ceases) the officer must reassess the force application to the reasonably objective choice based on the circumstances.

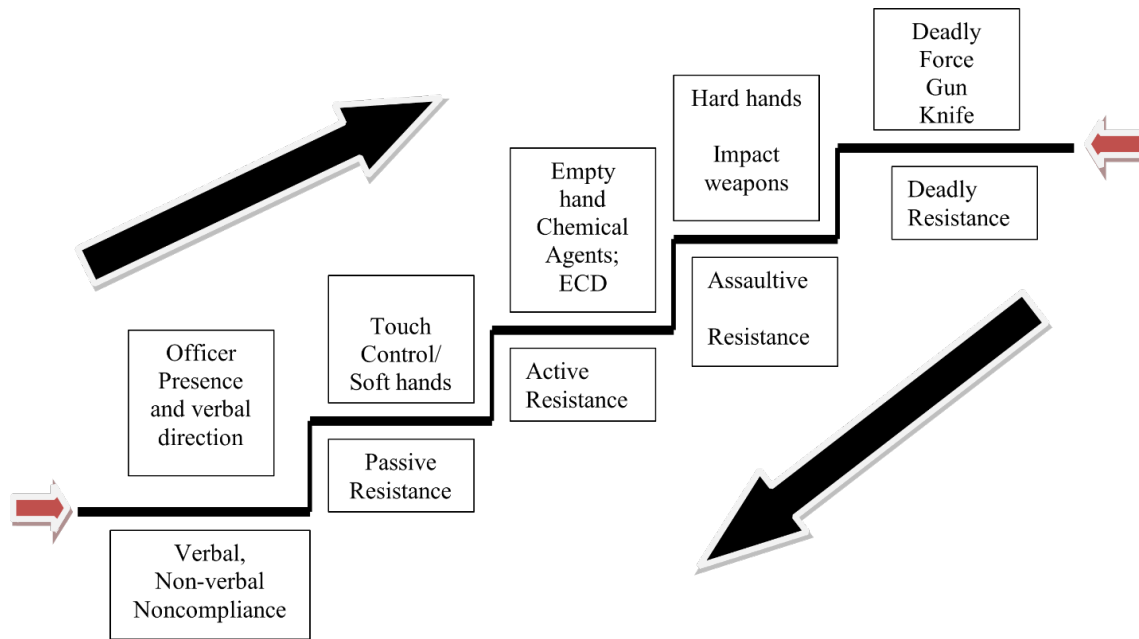
Simply, when the resistance stops, or action stops, and compliance is gained force must reduce or stop accordingly. However, the resistance or action can restart because Officer(s) must be prepared to apply force if the situation dictates.

USE OF FORCE OPTIONS

It is impossible to categorize, define, or dictate the amount of force appropriate to a specific situation. However, in order to control situations within the fourth amendment's "objectively reasonableness standard", officers should continually evaluate the circumstances of each incident. The model below allows the officer to escalate and deescalate force as needed.

Because force events are not predictable and do not escalate in an orderly fashion, officers must realize that they can find themselves in and out of each of the steps very quickly.

USE OF FORCE CONTINUUM



Defense of Life - A PTC Campus Public Safety Officer may use deadly force when he/she reasonably believes the action to be necessary to protect any person from imminent danger of serious bodily injury or death. The officer(s) will apply the principles of "ability", "opportunity", "imminent danger", and "last resort", necessary and reasonable as guidelines to establish justification for the use of force.

Ability - A potential adversary must be physically capable of presenting the threat of serious bodily injury or death. This ability must be present at the exact instant that the officer makes the decision to respond with deadly force.

Opportunity - Circumstances of time, distance, and awareness of the victim's presence must coincide to provide the opportunity to create a risk of serious bodily harm or death to the officer or third party.

Imminent Danger - Give the ability and the opportunity; an adversary must commit an overt act, which would cause a reasonable officer to believe it would immediately result in serious bodily injury or death to the officer or third party.

Last Resort - This is the last action the officer could have taken in this circumstance.

Reasonable - Was the amount of force used reasonable under the circumstances?

Necessary -Was the action taken by the officer necessary under the circumstances?

THE CLERY ACT & UNIFORM CRIME REPORTING

WHAT IS THE CLERY ACT?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education (ED). Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

WHAT IS REQUIRED OF PTC?

The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

- **The PTC [Fire Safety and Security Report](#) is located on the Student Consumer Information page of the college website.**

ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

CLERY REPORTABLE CRIMINAL OFFENSES

- Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Robbery

- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

HATE CRIMES (ANY OF THE ABOVE-MENTIONED OFFENSES, AND ANY INCIDENTS OF)

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

- Domestic violence
- Dating violence
- Stalking

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

- Weapons law violations
- Drug abuse violations
- Liquor law violations

CRIME REPORTING GEOGRAPHY AND AVAILABILITY

Clery Act crime reporting is not strictly limited to events that occur on campus or within campus buildings and residences. Institutions must include statistics for crime that occur in any of these geographic areas:

- On-campus (anywhere)
- On-campus student housing
- Public property within campus bounds
- Public property immediately adjacent to the campus

- **Non-Campus Property**

Non campus buildings and property owned or controlled by the organization that are used for educational purposes and frequently used by students but not a part of the core campus, or those owned or controlled by a student organization officially recognized by the institution must be included in the statistics as well.

Wherever crimes occur, campus police and public safety departments must maintain a daily crime log of all reported crimes that fall within their jurisdiction. This crime log must be made available to the public during daily business hours.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

When a crime covered by the Clery Act occurs, campus officials are required to evaluate if there is a serious or ongoing threat to the campus community to determine if a timely warning needs to be issued to all staff and students.

In the event of an immediate, significant danger to the health or safety campus community (e.g., weather, disease outbreak), campus officials may issue an emergency notification. This notification can include the entire campus or be limited to a specific area deemed to be at risk.

VICTIM RIGHTS, OPTIONS, AND RESOURCES

Victims of sexual assault, domestic violence, dating violence, and stalking have specific rights, options, and resources guaranteed to them by the Clery Act.

- **Prevention Education**

Institutions are required to provide to students and employees, on an introductory and ongoing basis, prevention and awareness programs on the crimes covered above. These programs must include material on bystander intervention and risk reduction aimed at recognizing the warning signs of these crimes.

- **Student and Employee Rights**

Institutions must provide victims of the crimes covered above with a written explanation of their rights. These rights include the option for a relocation/change of housing, transportation, or academic course assignment. They also include access to counseling services, legal services, and law enforcement notification.

- **Disciplinary Proceedings**

All disciplinary proceedings must be conducted by trained parties at the institution — either individuals or panels of trained persons. Proceedings are required to be prompt, fair, and impartial, and must confer certain procedural rights to both the accuser and the accused.

ADDITIONAL CLERY ACT RESOURCES

- [Clery Act Appendix for FSA Handbook](#)

STUDENT RIGHTS

STUDENTS RIGHT TO ASSEMBLE

In accordance with state law, PTC recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classrooms, buildings, or facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property, or violate the laws of the state or nation.

Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

STUDENTS RIGHT EXERCISE OF FREE EXPRESSION

PTC assumes that each student is responsible for his/her actions individually, even when acting as a member of an organization, and that no student escapes individual responsibility for observing laws relating to such matters as libel, copyright violation, and obscenity. Bulletins, circulars, publications, or articles of any character prepared by a student currently enrolled or by a campus organization officially recognized by PTC may be distributed in accordance with established regulations.

STUDENTS RIGHT TO DEMONSTRATE

The students, faculty and administration of PTC respect the rights of all people. Every individual, operating within the law, is guaranteed their basic freedoms. Students may

participate in demonstrations or protests as long as they do not interfere with the operation of the school. Picketing, demonstrations, or other forms of protest are not to be carried on so as to interfere with instructional activities or the normal flow of student traffic in and out of buildings.

STUDENT PUBLICATIONS

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration. They serve as a means of bringing student concerns to the attention of the PTC community and the public and of formulating student opinion on various issues. The editorial freedom of student editors and managers entails corresponding responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

CODE OF STUDENT CONDUCT

Enrollment at PTC obligates students to conduct themselves as responsible members of the community. Behavior on or off campus that discredits the individual or PTC, as generally determined by institutional rules and regulations, may result in disciplinary action. PTC reserves the right to suspend or dismiss a student or employee whose conduct is regarded as conflicting with the best interests of the community and in violation of its rules and regulations. The policies and procedures described are vital to maintaining the atmosphere of mutual respect, trust, and integrity essential to institutional life. The Vice President of Student Services or his /her designee may review cases concerning allegations of nonacademic student misconduct. Disciplinary action will be prompt and appropriate.

- **The PTC [Code of Student Conduct](#) is located on the Consumer Information page of the college website.**

WHISTLEBLOWER PROTECTION REGARDING CAMPUS CRIME

It is the policy of the PTC Campus Public Safety Department to afford any person(s) who witnesses an incident and or crime and reports it to the Campus Public Safety Department all the protection necessary. All information will remain confidential until such time as the Courts requires.

DISCIPLINARY PROCEEDINGS AND DISCLOSURE TO VICTIMS

Notification is handled by the VP of Student Services.

SECURITY MONITORING AND RECORDING OF PUBLIC AREAS

The purpose of this policy is to regulate the use of closed-circuit television (CCTV) cameras to monitor and record public areas for the purposes of safety and security.

This policy applies to all personnel, schools, and centers of PTC in the use of CCTV monitoring and recording. Legitimate uses of this technology related to research are covered by this policy.

The Campus Public Safety Department is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private policing with state-of-the-art technology. A critical component of a comprehensive security plan is using closed circuit television (CCTV). The purpose of CCTV monitoring of public areas by security personnel is to deter crime and to assist in protecting the safety and property of the PTC community. Any diversion of security technologies and personnel for other purposes (e.g., CCTV monitoring of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy. Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Personnel involved in video monitoring will be appropriately trained and continuously supervised in the responsible use of this technology. Violations of the procedure for video monitoring referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of PTC.

Information obtained through video monitoring will be used exclusively for security and law enforcement purposes. Information obtained through video monitoring will only be released when authorized by the Director of Public Safety according to the procedures established in this policy.

Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing PTC policies, including the Non-Discrimination policy, the Sexual Harassment policy, Open Expression Guidelines, and other relevant policies. The code of practice for video monitoring prohibits monitoring based on the characteristics and classifications contained in the Non-Discrimination policy (e.g., race, gender, sexual orientation, national origin, disability, etc.)

Video monitoring of public areas for security purposes at PTC is limited to uses that do not violate the reasonable expectations to privacy as defined by law. Information obtained in violation of this policy may not be used in disciplinary proceeding against a member of PTC faculty, staff, or student body.

RESPONSIBILITIES

The Campus Public Safety Department is the department authorized to oversee and coordinate the use of CCTV monitoring for safety and security purposes at PTC. All PTC areas using CCTV monitoring are responsible for implementing this policy in their respective operations. The Campus Public Safety Department has primary responsibility for disseminating the policy and assisting other units in implementing the policy and procedures.

The Director of Public Safety has the responsibility to authorize all CCTV monitoring for safety and security purposes at PTC. All new installations will follow the Campus Public Safety Department operating principles. All existing CCTV monitoring systems will be evaluated for compliance with this policy.

The Campus Public Safety Department will monitor new developments in the relevant law and in security industry practices to ensure that CCTV monitoring at PTC is consistent with the highest standards and protections.

A CCTV monitoring Panel will be established to assure that the Campus Public Safety Department adheres to established policy and procedure in the use of CCTV and to review camera locations and request for release of recorded video images.

PROCEDURES

All operators and supervisors involved in video monitoring of public areas will perform their duties in accordance with the Code of Conduct consistent with this policy developed by the Campus Public Safety Department.

Campus Public Safety Department Management will assure that the responsible and proper camera monitoring practices by control operators is continuous.

The Campus Public Safety Department will post signage at appropriate locations. Signage will state:

- This Area is Subject to Video Monitoring by the Pittsburgh Technical College Campus Public Safety Department
- The Campus Public Safety Department will limit camera positions and views of residential housing.
- Any view given to the housing will be no greater that what is available with unaided vision. Furthermore, the view of a residential housing facility must not violate the standard of "reasonable expectation of privacy".
- The Campus Public Safety Department Central Monitoring Center and other central monitoring centers will be configured to prevent camera operators from tampering with or duplicating recorded video information.
- Recorded video images will be stored unless, retained as part of criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director of Public Safety.
- Recorded video images will be stored in a secure location with access by authorized personnel only.
- Camera control operators will conduct video observation of areas only in plain view of others situated in the public area viewable to the public.
- Camera control operators will be trained in the technical, legal, and ethical parameters of appropriate camera use.
- Camera control operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
- Camera control operators will receive training in cultural awareness. Camera control operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by PTC's Non-Discrimination Policy.
- Camera control operators will monitor based on suspicious behavior, not individual characteristics.

- Camera control operators will NOT view private rooms or other areas through windows.
- Mobile phone equipment may be used in criminal investigations. Mobile phone equipment will only be used in non-criminal investigations in specific instances significant risk to public safety, security, and property as authorized in writing by the Director of Public Safety. Examples of Video Monitoring and Recording of Public Areas

Legitimate safety and security purposes include, but are not limited to the following:

- **Protection of buildings and property**

Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.

- **Monitoring of Access Control Systems**

Monitor and record restricted access transactions at entrances to buildings and other areas.

- **Verification of Security Alarms**

Intrusion alarms, exit door controls, hold-up alarms.

- **Video Patrol of Public Areas**

Transit Stops, Parking Lots, Public Streets, Shopping Areas, and vehicle intersections.

- **Criminal Investigation**

Robbery, burglary, and theft surveillance.

- **Protection of Pedestrians**

Monitoring of pedestrian and vehicle traffic activity.

POLICY ON THE CLEAN AIR ACT

PTC supports and upholds Allegheny County's and the State of Pennsylvania's Clean Air Act. They permit smoking in certain identified locations on campus. Smoking signs will be installed so it is clearly marked.

In accordance with local laws, it is Pittsburgh Technical College's policy that smoking of any tobacco products, the use of any type of smoking device, and the use of other tobacco products is not permitted in any building owned or leased by PTC. No smoking is permitted in any owned or leased vehicles or any other interior space.

Smoking is not permitted within 15 feet of any entrance door, open window, or air intake.

On campus the following locations are the only designated "smoking areas":

- The smoking mall outside of entrance #4
- The smoking pavilion outside of entrance #2
- Outside of each of the student housing buildings

Smoking areas have been identified at the off-campus housing locations of Hawthorne, and Mainstay. Violators will be subject to judicial sanctions, fines, and or cleaning charges. Resident students are accountable for the behavior of their guests.

VIOLATION FOR SMOKING IN NON-SMOKING AREAS OUTSIDE OF BUILDING:

- First offense: \$25.00
- Second Offense: \$50.00
- Third Offense \$100.00
- Fourth offense Dismissal from PTC

VIOLATIONS INSIDE OF PTC BUILDINGS:

- First offense: \$500.00 cleaning
- painting charge, judicial modules, and conduct probation
- Second offense: \$500.00 cleaning/painting charge and dismissal from housing

SECURITY CONSIDERATIONS IN THE MAINTENANCE OF FACILITIES

POLICY FOR ENTRANCE INTO RESIDENCE HALLS

This policy applies to service providers for maintenance, repairs, and emergency facility matters. It has been developed in an effort to safeguard the wellbeing of resident students and their belongings while providing them with the highest levels of service possible with regard to repairs, routine maintenance, and other building services.

For safety and security purposes, Campus Public Safety Officers and Residence Life Staff have access to the residence halls 24 hours a day 7 days a week.

TIME OF SERVICE

Non-emergency work will generally be conducted within assigned student spaces, including student rooms, apartments, or suites between the hours of 9:00 AM and 9:00 PM Monday through Saturday. Emergency service calls may be conducted at any time as deemed necessary and appropriate based on the emergency.

Work in common areas may be completed at any time. However, careful consideration should be given to the times of this work and the noise and other disruption it may cause our residents.

NOTIFICATION OF SERVICE

For routine scheduled maintenance and repairs in student rooms, suites or apartments, the resident students will receive advance notice provided by:

- Email
- Student Portal
- Posted note or flyer on door
- Flyer posted in "common" spaces

- For routine scheduled maintenance and repairs in common areas the residents will receive advance notice by bulletin board posts, portal, email, and flyers.
- For regularly occurring services completed in the common areas, prior notice will not be required.
- For maintenance or repairs as a result of a maintenance request as much notice as practicable will be provided. Verification of Maintenance or repairs to student apartments

Caution must be taken when keying into assigned student areas. Personnel should:

- Knock and give students the opportunity to provide access prior to using a master key to gain entrance.
- If students do not answer, personnel should knock again. Announce their presence "loudly" before keying into the space.
- If maintenance is working in a student's room, the worker will leave the student's door open or place a notification tag on the doorknob.
- If maintenance is working in a bathroom or individual bedroom, keep the main door closed, place a sign on the outside of the door, keep the restroom or bedroom door open and place a notification tag on the doorknob.

UPON COMPLETION OF WORK IN A STUDENT AREA

1. Secure the door
2. Post a note on the door with date & time indicating that maintenance work was performed in the room

OUTSIDE VENDORS/CONTRACTORS PROVIDING SERVICES IN THE RESIDENTIAL FACILITIES

- Outside vendors/contractors defined as any non-PTC employee, providing services within the common areas, student rooms, suites, and apartments. Vendors/contractors must:
- Sign-in at reception or security
- Obtain an ID/Vendor's badge that will be visibly displayed at all times while on campus

- Be escorted by a staff member (officer, intern, RC, or RA) at all times when in assigned student areas
- Return to the place they signed in...to sign out
- If a key is provided to the vendor, they must leave a driver's license as security.

CAMPUS SECURITY POLICIES

POLICY ON WEAPONS

Weapons, or any object with the potential to cause bodily harm, are not permitted on property owned or leased by PTC. Prohibited "weapons and objects" include, but are not limited to, firearms, knives, pellet guns, B-B guns, paint-ball guns, rifles, shotguns, stun guns, nun-chucks, bows, and arrows, swords, explosives, martial arts equipment, air soft guns, dangerous chemicals, and look-a-like weapons.

Stage weapons are permitted to be used in the SSA room and for classroom presentations. However, stage weapons are only used under strictly controlled conditions following established guidelines and are monitored by a member of the SSA faculty and a member of the Campus Public Safety Department

PTC encourages all members of the community to be aware of the consequences of possession of prohibited offensive weapons. Individuals charged with possession of firearms, weapons, or explosives can be disciplined under the school's judicial system and may be prosecuted under Pennsylvania criminal statutes.

The only weapons permitted in this facility are the weapons carried by the PTC Public Safety Department Officers

POLICY ON ALCOHOL USAGE:

Pennsylvania Act 31 governs all matters relating to alcohol. Every member of the PTC community is required to observe Pennsylvania law. No person under the age of 21 is permitted to purchase, consume, transport, or possess alcoholic beverages. No matter the situation, institutional disciplinary action may result.

Persons aged 21 and over violate Pennsylvania law when they furnish alcohol to a minor. A fine of up to \$2,500.00 or imprisonment up to three months for failure to pay any fine will be imposed. Repeat offenders will be fined at least \$300.00 and may be imprisoned for up to one year. No matter the situation, institutional disciplinary action may result.

PTC discourages the use of alcohol by its students. Alcoholic beverages are not to be consumed by any students or their guests on any PTC property. Violations will lead to disciplinary action up to and including suspension or expulsion. School functions where alcohol is served the school will be responsible under the disciplinary code for any violation that occur during the event and may face sanctions accordingly.

Guests of resident students are not permitted to transport alcoholic beverages into any PTC property, regardless of age. Guests of resident students found to be drinking alcohol in the student apartments will be removed from the student apartments by the Campus Public Safety immediately.

POLICY ON ILLEGAL DRUGS

PTC strictly adheres to the federal and state laws that prohibit the possession, distribution, sale, or use of controlled substances. Students illegally possessing, distributing, or using any controlled substance or paraphernalia will be subject to immediate disciplinary action. PTC strongly supports the Drug-Free Workplace Act of 1988. PTC prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as listed in the Schedules I through IV of Section 202 of the Controlled substances Act (21 U.S.C. 812) on the properties of PTC. Violations of such prohibitions on premises or off-campus while conducting school-related business, can result in disciplinary action up to and including suspension, termination or expulsion, or termination for employees. The Campus Public Safety Department turns over to the proper authorities any quantity of a dangerous drug discovered while performing their duties. Members of the PTC community have no immunity from enforcement of the law. The school does not and cannot deny access to PTC property to law enforcement agents seeking to uphold federal, state, and local drug laws. The disciplinary policy of the school permits acting beyond or separate from any which may be taken by civil authorities.

Distribution and use of prohibited drugs may threaten the physical and mental health of the user, as well as the welfare of other students and the academic community. PTC encourages any individual facing a drug or alcohol problem to seek prompt treatment.

Counseling and referrals are available for members of the PTC community through an arrangement with PTC Counseling.

PTC retains the right to regularly or periodically search individuals and their personal effects to ensure compliance with this policy, with the understanding that such searches are not an indication of someone's guilt.

Because PTC recognizes alcohol and drug dependence as a major health and/or behavior problem, individuals who need help in dealing with alcohol or drug dependency should contact Human Resources for confidential assistance in finding a suitable rehabilitation and counseling program. An individual may be required to undergo a drug and/or alcohol screen if he or she is involved in an accident or there is reason to suspect a drugs or alcohol.

DRUG/ALCOHOL SCREENING

Any employee involved in an auto accident while driving a PTC owned vehicle or if involved in any situation that can be considered questionable or there is a reason to suspect the presence of drugs or alcohol may be required to undergo a drug and alcohol screen. The employee will be directed by HR to a medical facility accompanied by a member of Campus Public Safety Department. If the suspected employee is a member of the Campus Public Safety Department, he/she will be accompanied by a senior member of the PTC staff.

The Drug Free Workplace Act of 1988 requires that all personnel notify PTC of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. PTC is then required to notify the appropriate federal agency within ten (10) days after such notification.

Except for voluntary disclosure prior to PTC discovery of a violation, violation of this policy will result in disciplinary action, up to and including immediate termination of employment for a first offense and criminal prosecution.

POLICY FOR DEALING WITH MISSING PERSON/STUDENTS

Every student has an opportunity to register a contact person to be notified in the event they are missing from school. The information listed on SIS (Student Information System) is the contact information for all dependent students that will be used for

notification purposes. For independent students the contact information will be listed as spouse, significant other, or parent.

If a student is determined to be missing from any PTC property it can be reported to the PTC Campus Public Safety Department at 412-809-5300, Room 203 of the Academic Building, in several ways.

It can be reported through a Housing Staff Representative, Resident Coordinator, Resident Advisor, or to any member of the PTC Community. Upon notification of a missing student/person, the PTC Campus Public Safety Department will take the following steps: (first responders, i. e., Campus Public Safety Officers, Community Advisor/Resident Assistants must take note of important information such as name of missing, name of reporting person, time last seen, any suspicions; etc.)

- If on campus or Hawthorne Housing contact the North Fayette Police Department by calling 911 or the non-emergency number 412-787-8900.
- Perform a preliminary investigation to determine that student is not on campus or in any of our off-campus facilities, how long student has been missing, and begin to develop a witness list. Have Campus Public Safety Officer and or Director of Resident Life contact the parents/guardian of the student using the information in the PTC SIS (Student Information System) data base. Students less than 18 years of age are not emancipated so parents and or guardians will be notified.
- If there is a question of parental/guardian notification contact the Director of Resident Life or the Director of Public Safety and they will make the decision.

The PTC Campus Public Safety Department will work in conjunction with the policing agency with jurisdiction, include the student's contact person and together they will provide the support necessary to locate the student and resolve the situation.

POLICY ON SEXUAL HARASSMENT

Please view the following documents regarding sexual harassment.

- Sexual Misconduct Policy
- Title IX Grievance Procedures
- Title IX/Clery Handbook

- Sexual Assault Victims' Bill of Rights

POLICY ON CONTROVERSIAL EVENTS AND SPEAKERS

PTC reserves the right to control the time, place, and manner of events that occur on campus. It does not seek to censor the expression of ideas, but rather to maintain campus safety and order. Protesters may be assigned to certain areas on campus by PTC's Public Safety Department. Demonstrations by members of the community may occur on campus but must not disrupt the regular operation of the institution. The scheduling of a speaker or event known or considered to provoke public controversy requires adequate notice (usually 4 weeks). In addition, the sponsor must consult with the Vice President of Student Services for initial approval.

POLICY ON HAZING

Hazing is forbidden at PTC. Hazing is any action taken or situation created to produce mental, emotional, psychological, or physical discomfort, embarrassment, harassment, intimidation, or ridicule, regardless of the individual's willingness to participate. Examples include paddling, creation of excessive fatigue, physical and psychological shocks, public stunts, and buffoonery, and morally degrading or humiliating games and activities.

DUTY TO ACT

The Campus Public Safety Department has the responsibility to provide a standard of care for faculty, staff, students, and the entire PTC Community. When we respond to a medical emergency, in most cases, consent is required from a conscious, mentally competent person before care is started. A person receiving care must "*give permission*" or "*consent*" for treatment. Consequently, we deal with consent in two ways.

1. Expressed consent or actual consent is the type in which the person speaks or acknowledges that he or she wants you to provide care or transport.
2. *Implied consent* is when a person is unconscious and unable to give verbal or non-verbal consent or when a serious threat to life or limb exists. The law assumes that the person "*would*" consent to care and transport to a medical facility.

Implied consent is limited to life-threatening emergencies. If a person is unconscious, delusional, unresponsive as a result of drug or alcohol usage or otherwise physically

unable to give expressed consent the first responder must decide if implied consent will be necessary. If a first responder decides on implied consent to get a person medical treatment the responder must complete a detailed report explaining why implied consent was invoked.

When a responding Officer identifies that alcohol or drugs are present at a call for service, or when a student is seen with an altered mental status due to drugs or alcohol the responding officer must prepare a report and submit it to incident tracker. A hearing would determine whether drug and alcohol counseling is necessary. Campus Public Safety must ensure that students using and or abusing drugs and or alcohol are seen by a competent authority before we leave them alone or with a roommate.

PUBLIC SAFETY/POLICE ACTION BEING OBSERVED, PHOTOGRAPHED, OR VIDEO RECORDED

Upon discovery that a bystander is observing, photographing, or video recording the conduct of Public Safety activity:

- **DO NOT** impede or prevent the bystander's ability to continue doing so based solely on your discovery of his/her presence.
- **DO NOT** seize or otherwise demand to take possession of any camera or video recording device the bystander may possess based solely on your discovery of his/her presence.
- **DO NOT** demand to review, manipulate, or erase any images or video recording captured by the bystander based solely on your discovery of his/her presence.
- For investigative purposes, be mindful of the potential that the bystander may witness or capture images/video of events considered at some later time to be material evidence.
- **BEFORE** taking any action, which would stop a bystander from observing, photographing, or video recording the conduct of Public Safety activity, Officer(s) must have observed the bystander committing some act [deemed criminal, such as obstruction, disorderly conduct or interfering with an officer's lawful duties].
- Nothing in this guideline prevents an Officer from seizing personal items incident to arrest, including phones, video recording devices and cameras.

- Officer safety is paramount and should always come first. Nothing in this guideline is intended to suggest that an officer should fail to do anything that would place him/her or the public in physical danger.

EXCITED DELIRIUM

Some educational websites on the topic are listed below:

[Excited Delirium and the Dual Response: Preventing In-Custody Deaths — LEB \(fbi.gov\)](#)

[ACEP // American College of Emergency Physicians – Excited Delirium](#)

RESPONDING TO EXCITED DELIRIUM TYPE SITUATIONS MAY INVOLVE SPONTANEOUS JUDGEMENT BASED UPON QUICKLY EVOLVING SCENARIOS.

Officers periodically will come into contact with individuals exhibiting bizarre behavior. This behavior is often a result of alcohol intoxication, the influence of drugs, mental illness, uncontrolled anger, or a combination of these factors. However, in some cases bizarre behavior may be associated with a serious medical condition referred to as excited delirium, which in some instances has a high risk of death. It is believed that intense physical exertion, such as when a subject violently resists arrest for prolonged periods, may increase the risk of death.

The purpose of this policy is to provide Public Safety officers with general guidelines on Excited Delirium. This policy is for departmental use only and should serve as a general guideline, which under unusual circumstances may warrant departure from in order to respond appropriately.

POLICY

This policy is intended to assist officers to; Identify individuals who are possibly in a state of excited delirium,

- Manage the situation in a manner that may minimize the risks to all those involved, including the delirious individual, and
- facilitate medical care for the individual as soon as practical while also maintaining the need for officer self-protection and that of innocent bystanders.

DEFINITION AND INDICATORS

Excited delirium (ED) is not recognized as a diagnosis of its own but a symptom of an underlying disorder. ED is one of several terms that describe a syndrome characterized by psychosis and agitation and may be caused by several underlying conditions. It is frequently associated with combativeness, elevated body temperature and excessive endurance without fatigue. The condition can be caused by several factors including, among others, chronic drug use (particularly cocaine or methamphetamine abuse), substance withdrawal, and/or in people with a history of mental illness who are not taking their medications properly. In some of these cases, the individual is medically unstable and in a rapidly declining state that has a high risk of death in the short term even with medical intervention. The person's ability to focus, sustain, or shift attention is impaired, and he/she is easily distracted. The person's speech may be rambling and incoherent, and it may be difficult or impossible to engage the person in conversation. The person may also be disoriented in regard to time and/or location, misinterprets perceptions, be delusional, and/or experience hallucinations.

- Due to an elevated body temperature, many of these individuals remove one or more items of clothing, and they often appear impervious to pain.

A person in an excited delirium state may also exhibit one or more of the following:

- Bizarre, irrational behavior/violent resistance/struggling, paranoia
- Constant yelling/screaming/talking incoherently
- Self-inflicted injuries/aggression toward inanimate objects
- Excessive body temperature/profuse sweating or profoundly dry
- Inappropriate attire: often naked or semi clothed
- Insensitivity to pain/unexplained strength/endurance

An officer has neither the expertise nor the opportunity in these situations to diagnose the underlying cause or type of the delirium in an individual. As a result, when an officer reasonably believes an individual may be in an excited delirium state, the individual is to be treated as if he/she is in a **medical crisis** and will require medical attention.

- The individual must receive medical attention regardless of whether the subject is also suspected of being under the influence of drugs and/or alcohol.

The nature of this delirium and its effects on the body are such that continued struggling may worsen the medical condition and may result in the person's death in rare instances. The Department recognizes that under some conditions it is necessary to subdue a person, even one suspected of suffering from excited delirium. It is possible for a person in this condition to die, even when officers take all reasonable precautions. When it becomes necessary to subdue a person who is believed to be in an excited delirium state, officers should attempt to minimize the length of the struggle and seek immediate medical attention for the person thereafter.

INCIDENT MANAGEMENT

Once an officer reasonably believes that an individual may be in an excited delirium state, the incident should be managed as a **medical emergency**. In addition to whatever other law enforcement response may be required under the circumstances, including the use of objectively reasonable force.

OFFICER(S) RESPONSE PROCEDURE

- Assess situation for any possible ED indicators, conferring with on-site witnesses if possible and safe to do so.
- If ED is suspected, request back-up officers and stage EMS personnel nearby but at a safe distance away.
- Establish containment of area and await substantial assistance unless there is a significant public safety risk that requires immediate intervention.
- Formulate custody plan prior to making physical contact with subject.
Attempts to
- de-escalate the situation by talking calmly to the subject should be undertaken as practicable, although subjects are typically unresponsive to verbal direction.
- If the subject is contained and does not appear to pose an immediate threat, there is no rush. It may take some time for the subject to calm down.
- Attempt to have the individual sit down, which may have a calming effect.
- If safe to do so, attempt to refrain from maintaining constant eye contact, as this may be interpreted as threatening.

- If a family member or another person who has a rapport with the individual can safely participate, enlist his/her assistance in attempting to gain the individual's cooperation.
- Once a sufficient number of officers are present and officers determine it is appropriate to take the subject into custody for his/her own safety and/or for criminal conduct, the custody plan must be executed as quickly as possible to prevent the escalation of the excited state of the subject, prolonged exertion by the subject, and an increase in distress.

If circumstance allow, it may be possible to limit the subject's resistance by employing several officers simultaneously to restrain the person quickly. Pain compliance techniques including pepper spray, baton strikes, and empty hand control, will likely be diminished with individuals unresponsive to pain.

IF OC is used, Officers must be particularly aware of asphyxia issues in conjunction with prone or compressed and restrained positioning. **Note: Use of neck restraints or similar weaponless control techniques (Lateral Vascular Neck Restraint) is prohibited unless deadly force is warranted.** ECD application in probe mode may be a better option to consider, however continuous cycling may increase risk to the subject. One Taser firing in the probe mode, "followed by a restraint technique that does not impair respiration, may provide the optimum outcome.

Once controlled, secure in hand cuffs and continue to try verbally calming the subject. Based on subject size, consider using "Double Cuffing" option. This allows the chest to have better expansion for breathing.

- ***Do not*** use "hog-tying hobble" technique.
- A subject who suddenly becomes quiet or who no longer offers resistance should be immediately assessed to ensure adequate breathing and the presence of a pulse.

SUBJECT HANDLING AND CUSTODIAL PROCEDURES

- Place subjects in sitting position or on side to facilitate breathing.
- Do not place knees into subject's back or do anything to constrict breathing.
- Ensure chest is not compressed.

- Some individuals believed to be in an excited delirium state have gone into cardiac arrest shortly after a struggle ended. As a result, the person's breathing shall be always monitored.
- Coordinate with on scene EMS personnel to transfer custody of the subject to them, assisting in any way to avoid delay in transport to a medical facility. The person is to be transported by ambulance to an emergency medical facility for evaluation and treatment. Ideally, they should not be transported in a Public Safety car; however, immediacy of transport is the overriding objective.
- Be observant for sudden lack of resistance or sudden quiet by subject- facilitate life saving measures and/or immediate transport to a medical facility as necessary.
- Respond to the medical facility to assist and brief medical personnel as necessary.
- After treatment, if transferred back to Public Safety custody, continue regular monitoring.

RESPONDING TO EXCITED DELIRIUM TYPE SITUATIONS MAY INVOLVE SPONTANEOUS JUDGEMENT BASED UPON QUICKLY EVOLVING SCENARIOS.

SEARCHES AND SEIZURES

According to PTC Student Housing Handbook page 27: PTC reserves the right to conduct warrantless searches and inspections of any student's room or seizure of any prohibited personal property inside of the apartments, buildings, or outside areas.

Resident Life staff members may conduct searches in order to protect and secure the rights, privileges, and property of students, roommates, neighbors, and the apartment complex.

Searches and seizures will not be conducted unless there is a reasonable cause for doing so. Property seized will be held until the end of the quarter and returned if property is NOT illegal.

The purpose of this policy is to provide Campus Public Safety Officers with general guidelines on

Search & Seizure and possible related activity. This policy is for departmental use only and should serve as a general guideline, which, under exigent circumstances, may warrant departure from in order to respond appropriately.

SEARCH BY CONSENT

Officers shall consider the following procedures when initiating searches by consent:

VOLUNTARINESS OF CONSENT

Consent to search must be voluntarily given and not the result of duress or coercion, express or implied. Voluntariness is a question of fact to be determined from all the circumstances. Officers shall ensure that consent searches are, in fact, voluntary and that consent has been freely given prior to initiating any such search.

AUTHORITY TO CONSENT

For consent to be valid, it must be given by one possessing control or apparent authority over the area searched.

Any Officer initiating a consent search shall ensure the subject giving consent has ownership or other authority to consent to the area or item to be searched, i.e., person in charge may not consent to the search of another person's item(s) if that person is present.

PREREQUISITE FOR CONSENT SEARCHES

The voluntary nature of an individual's consent is always judged on the totality of the circumstances, which includes the custodial status of the individual at the time the request is made. Courts will consider certain factors including but not limited to the manner in which an Officer approaches and asks for consent.

How many Officers are present? Did the Officers surround the person? Were weapons drawn? What was the Officer's tone of voice? Were there other civilians in the area? Did the Officers inform the individual that she/he didn't have to consent to search? What is the individual's level of education?

A person has a right to limit the scope of a consent search. Officers conducting consent searches shall ensure that the subject granting consent has extended that consent

specifically, voluntarily, and unequivocally to the area(s) and/or item(s) searched (Signed Voluntary Consent to Search Form Preferred)

STOP AND FRISK

Officers shall consider the following procedures when initiating a stop and frisk:

INVESTIGATIVE STOP

Investigative stops by Officers shall be supported by reasonable suspicion of criminal activity, which shall subsequently be articulated in a report of the incident documenting the stop.

An Officer who lacks probable cause, but whose observations lead him/her to reasonably suspect that a particular person has committed, is committing, or is about to commit a crime, may detain that person briefly in order to investigate the circumstances that provoked suspicion.

The reasonable suspicion for the stop shall be based on the Officer's personal observation and/or information supplied by another reliable person. Officers will diligently pursue a means of investigation that is likely to confirm or dispel his suspicions in a timely manner when detaining a suspect.

"TERRY STOP"

Officers may conduct a limited frisk/pat down for weapons if they observe unusual and suspicious conduct on the part of an individual that leads them to believe that:

There is criminal activity afoot **AND** that the person may be armed and dangerous.

Officer safety should always come first and the use of handcuffs during a Terry stop and frisk, when an Officer fears for his/her safety, **WILL NOT** automatically turn the stop into an arrest. But Officers should be prepared to articulate their safety concerns both in the incident and use of force reports.

Officers shall advise any person handcuffed for a "Terry" search that they are being handcuffed for Officer Safety, that they are not under arrest, and that the handcuffs will be removed when Officer Safety is ensured.

VEHICLE EXTENSION

"Terry" searches can extend to the passenger compartment of a vehicle when a driver/passenger (by his/her actions such as furtive movements) has given an Officer reason to believe that a weapon is in the vehicle. Officers may frisk/pat down the driver/passenger(s), if the Officer reasonably believes that a suspect, lawfully stopped, is armed and dangerous.

"Plain Feel" Doctrine - Officers conducting cursory frisks may seize an object when it becomes **immediately** apparent, with knowledge gained from the Officer's sense of touch, that probable cause exists to believe the object is contraband.

Search of vehicle under a moveable vehicle exception - Officers shall consider the following procedures when initiating a search of a vehicle:

- Under the Pennsylvania Constitution, there is no "per se automobile exception" to the warrant requirement for vehicles. An arrest of a driver or passenger, without any exigent circumstances, does not justify a warrantless search of a vehicle.
- Vehicles, lawfully stopped on a highway and on PTC Campus property may be searched without a warrant under Pennsylvania law by:

CONSENT

An Officer must conclude a lawful motor vehicle stop before a consent to search can be sought. The termination of a motor vehicle stop is determined under the totality of circumstances which includes but is not limited to whether relevant documents are returned to a driver or whether a driver is informed that he/she is free to leave. Failure to transform the motor vehicle stop into a mere encounter absent reasonable suspicion that other criminal activity is afoot will lead to an invalid consent. However, if the Officer develops articulable reasonable suspicion that criminal activity is afoot above and beyond a traffic violation, then consent to search can be sought regardless as to whether the motor vehicle stop has concluded.

Plain view - An Officer, who is in a lawful position to observe and possesses a right to access may seize items in plain view which are obviously contraband. Seizure of plain view contraband may not in itself allow a search of other areas of the car.

"Terry" Stop - When an Officer can articulate facts which lead to a reasonable belief that an occupant may be armed and dangerous, the Officer may conduct a frisk/pat

down of the individual. If the Officer has reason to believe that a weapon is in the vehicle and may be used to harm the Officer, a brief look into the specific area is permitted but the Officer must be able to articulate his/her concerns. The brief cursory search should not extend to other areas of the passenger compartment.

- REMEMBER THAT OFFICER SAFETY SHOULD ALWAYS COME FIRST

EXIGENT CIRCUMSTANCES

Officers who have probable cause to search a vehicle, and an exigency exists, may search without first obtaining a warrant. The exigency needs to be apart and separate from the vehicle's potential mobility.

The exigency which is cited as the necessity for conducting the search cannot be created by any action of the Officer(s). When ample advance information is available that a search of a vehicle is likely to occur in conjunction with the apprehension of a suspect, Officers shall contact the NFPD to have them secure a warrant before searching the vehicle.

SEARCH AT THE SCENE OF A CRIME

Officers shall consider the following procedures when initiating a search at the scene of a crime.

- Consent by tenant or owner.
- Exigent Circumstances

Before an Officer enters a residence without a warrant, he must establish that a belief that someone's life or personal safety is in immediate danger. The Officer is in "Hot Pursuit" of an armed and dangerous individual.

MOTOR VEHICLE INVENTORY

It is important to note that the vehicle inventory policy shall not be utilized in lieu of a warrantless search or a search warrant. The purpose of this policy is to protect valuables and property belonging to individuals whose vehicles are towed, impounded, or seized. Courts will normally require departments to have a written policy on towing and inventory searches before they will allow admission of evidence discovered during an inventory search.

It shall be the policy of the PTC Campus Public Safety Department that all vehicles towed, impounded, or seized will be thoroughly searched for valuables to be inventoried.

The inventory should be conducted at the location from where the vehicle is towed, impounded, or seized unless limited by safety concerns or practicality. If the vehicle is not inventoried at the scene because of safety concerns, it must be inventoried upon arrival at a safe and secure location.

A motor vehicle inventory shall extend to all areas of the vehicle in which personal property or hazardous materials may reasonably be found, including but not limited to the passenger and engine compartment(s), trunk and glove box or other areas attached to the vehicle.

All closed containers found in the vehicle shall be opened and inventoried unless the contents can be determined from an examination of the exterior of the container. Closed and locked containers shall not be forced open but should be logged on a Report as such.

When possible, the owner or operator shall be asked to take possession of all valuables discovered during the inventory of the vehicle prior to impoundment. Such possession shall be noted on an Incident Report. If the owner or operator cannot take possession of the valuables discovered during the inventory, then they will be inventoried and secured within the vehicle prior to towing. The owner or operator shall be requested, when possible, to verify the completeness of the inventory by signature.

All property found inside the vehicle will be recorded on an Incident Report. Contraband and evidence discovered during a Motor Vehicle Inventory Search shall be seized and logged in as "Evidence." Any damage or peculiarities pertaining to the vehicle shall also be documented.

All vehicles impounded shall be towed to a secure facility by an insured and bonded towing service. Bibers on McKee Rd. in Oakdale is the towing agent for PTC.

SEARCH WARRANTS

PTC Campus Public Safety Officers shall adhere to all Commonwealth of Pennsylvania and Federal statutory and case law concerning searches and seizures. Because Security Officers can make an entry into a Suite/Room with a RC, does not

allow for a "search" of the room by security. It does however allow for a search by Housing. If something is found that is the fruit of a crime, contraband, or paraphernalia it may be seized, turned over to the NFPD and they will use the seizure as probable cause for a search warrant.

SEARCH AND SEIZURE (IN-CUSTODY)

Officers should consider the following procedures when searching a person in custody and seizing property:

Search - All subjects taken into custody shall be searched by a PTC Campus Public Safety Officer, when possible, a search will be conducted on scene. In the case where a subject who was not searched is turned over to a Public Safety or Police Officer, that Public Safety/Police Officer shall be informed that the subject was not searched. If circumstances on scene do not allow for a search to be conducted, one will be completed as soon as reasonable. If the subject is returned to a Police station or holding facility a search will be conducted in the station prior to the start of processing, regardless of whether the subject has already been searched.

All efforts shall be made for a same gender search to subject in custody. When reasonable, Officers from another department may be requested. Officer safety is always the primary consideration. If a same gender search is not possible, the search should be conducted in front of another Public Safety Officer/witness. **When possible**, the back of the hand should be used during the search, if it does not interfere with Officer Safety.

Seizure - All property taken from a person in custody and subject to detainment shall be seized. The Officer shall inventory the property on the Incident Report." When property is returned it will be noted on the Incident report.

All contraband/evidence located on a subject searched shall be seized. The contraband/evidence shall be properly tagged and stored in the Security Office.

- When possible, the back of the hand should be used during the search, if it does not interfere with Officer Safety.

Suspect Search - Before placing a suspect in a Public Safety vehicle for transportation, the transporting Officer will search the suspect, making sure no weapons or contraband have been overlooked. Never assume a search has been properly made by another officer.

REASONABLE SUSPICION

An officer's suspicion based on specific facts and inferences, which would lead a reasonable and prudent person to conclude that someone being stopped, may have committed, may be committing, may be about to commit a crime.

You must be able to point to specific and articulable facts which, taken together with rational inferences from those facts realistically form the basis of the requisite for reasonable suspicion. It is **not** based on your mere suspicion or a "hunch," but to the specific reasonable inferences which you are entitled to draw from the facts in light of your experience.

PROBABLE CAUSE

Facts or circumstances that would lead a reasonable and prudent person to believe that an offense has been committed or that objects are in the place to be searched.

EXPOSURE TO INFECTIOUS DISEASE AND BLOOD BORNE PATHOGENS

Public Safety personnel routinely come into contact with members of the public. At some point it is predictable that Officers will encounter a person who has an infectious disease such as Acquired Immune Deficiency Syndrome (AIDS), hepatitis and other infectious diseases. Although there are no reported instances where Officers have contracted AIDS because of a duty-related incident to date, cases have been documented where the AIDS virus has been transmitted to health care workers. These instances have been the result of handling of blood samples with ungloved hands (particularly where skin disorders have left broken skin), splashing of contaminated blood into the mouth and nose, or piercing of the skin with a contaminated needle.

As a result, extreme caution should be exercised by all personnel, and the following procedures should be utilized when dealing with blood, items stained with blood or other bodily fluids, and persons of high-risk groups.

The purpose of this policy is to provide Campus Public Safety Officers with general guidelines on Exposure to Infectious Disease and Blood Borne Pathogens. This policy is

for departmental use only and does not apply in any criminal or civil proceeding. The department's policy should not be construed as a creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. It should serve as a general guideline, which under unusual circumstances may warrant departure from in order to respond appropriately.

POLICY - INFECTIOUS DISEASE PRECAUTIONS

Discretion should be used by Officers to limit their exposure to contagious diseases. Protective disposable gloves and other infectious disease control materials should be used by Officers to prevent transmission of contagious disease. Direct contact with blood and other bodily fluids should be avoided whenever possible. Officers are required to carry issued protective disposable gloves while on duty.

Officers should not eat, drink, or smoke at crime scenes where bodily fluids are present or other contagious factors exist. (Applies to ALL Crimes Scenes)

Officers should be aware that certain prescribed medications, such as steroids and asthma medication, suppress their immune systems and make them more susceptible to disease. Officers should consult their private physician if they are taking prescription drugs.

Pregnant Officers should be advised to report to their physician any direct contacts with bodily fluids in the line of duty. Infectious viruses can cause severe problems with newborns.

Any exposure to or contact with blood or body fluids or skin punctures during the course of an arrest, search or assist shall be documented in the Incident Report.

PROCEDURES

The Director of Public Safety will ensure that adequate supplies are available for infectious disease control within the Department. He/she will be responsible for the inventory and dissemination of supplies for infectious disease control and will also initiate reordering procedures before supplies become depleted. Officers using supplies stored in vehicles are responsible for replacing them. Protective gloves, other first aid supplies and disinfecting materials are always readily available in the equipment locker at the office and first aid kits.

CUSTODY PROCEDURES

Officers should use **extreme** caution in searching the clothing of suspects or prisoners. Individual discretion, based on circumstances at hand, should determine if a suspect or prisoner should empty his/her own pockets or if the officers should use his own skills in determining the contents of a suspect's or prisoner's clothing. Not all types of gloves are suitable for conducting searches. Remember that vinyl or latex rubber gloves provide little protection against sharp instruments, and they **are not** puncture-proof. Officers should select the type and thickness of glove which provides the best balance of protection and search efficiency.

Persons of high-risk groups, including homosexuals, intravenous drug users, prostitutes and others should be treated with caution. Where violence or an altercation is likely, protective disposable gloves should be worn. Extreme caution should be used during the search of suspected drug users or dealers to prevent accidental skin punctures by needles. Extreme caution must also be used when reaching into areas, such as under car seats that are not visible. **(The above precautions should be applicable in all instances or interactions when possible.)** If searching a purse, carefully empty the contents directly from the purse, turning it upside down over a table.

After the completion of the task or search where protective disposable gloves were utilized, they should be removed with caution, placed in a plastic bag, and securely sealed. Upon returning to the office, the Officer should place the sealed bag into a designated "Contamination Item Receptacle."

Whenever it is necessary to transport a subject who has blood or bodily fluids present on his person or clothing, an ambulance should be summoned when transport is necessary to a health care facility.

Subjects with blood or bodily fluids present on their persons should be transported separately from other subjects when possible.

Officers have an obligation to inform other support personnel (Firefighters, Paramedics, Sheriffs, Lockup personnel, etc.) whenever change or transfer of custody occurs and the subject has blood or bodily fluids present on his person, or if the subject has made a voluntary statement that he has a contagious disease. Personnel should be advised to **"take universal precautions."**

LINE OF DUTY EXPOSURE TO INFECTIOUS DISEASE OR CONTAMINATED MATERIALS.

Documentation will be prepared when an Officer has cause to believe they have had high-risk exposure during the line of duty activity. Examples of high-risk exposure are:

- The handling of bloody or wet items, where scratches, cuts, or open sores are noticed on the area of contact.
- Direct contact with bodily fluids from a subject on an area where there is an open sore or cut.
- Direct mouth-to-mouth resuscitation (CPR).
- The receiving of a cut or puncture wound as a result of searching or arresting a subject.

EMPLOYEE EXPOSURE

- Contact Facilities and a housekeeper will be sent to you
- Central blood bank: 412- 456-1910 (24-hour no.)
- SPILL CLEANUP:
 - SERVPRO: 412-672-5400
- Other companies that you may choose for your department to use are listed in the yellow pages

APPENDIX A: ADDITIONAL RESOURCES

The [Consumer Information/Student Right to Know](#) page of the PTC website includes the following important information (and more) for students and employees. The PTC Community should familiarize themselves with these resources to prepare for the event of an emergency.

- [Code of Student Conduct](#)
- [Student Handbook](#)
- [Security and Safety Report](#)
- [Sexual Misconduct Policy](#)
- [Title IX Handbook](#) (Sexual Assault Prevention and Title IX Guidance)
- [Sexual Assault Victims' Bill of Rights](#)
- [Title IX Discrimination Grievance Procedures](#)
- [Title IX \(Sexual Assault\) Reporting Form](#)

APPENDIX B: VOLUNTARY CONSENT TO SEARCH

I, _____, having been informed of my constitutional rights not to have a search made of myself, the premises or motor vehicle mentioned below without a search warrant and, my right to refuse to consent to such search, and that I may revoke my consent to search at any time, hereby authorize Public Safety and Security to conduct a complete search of my person, premises or motor vehicle described as:

These Officers are authorized by me to take any letters, papers, materials, or other property, which is contraband, or may be used as evidence in criminal proceedings.

- I am not unduly under the influence of drugs and/or alcohol.
- I am giving this written permission voluntarily and without threats, pressures, coercion, or promises of any kind being made to me.

Print Name: _____

Signature: _____

Location _____

Date & Time _____

Witnesses: _____

Officer 1: _____

Officer 2: _____