
Pittsburgh Technical College

Campus Police Manual

**Chief Halley
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INTRODUCTION

POLICE DEPARTMENT MISSION

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

We maintain a partnership with our community by sharing community-oriented protection responsibilities and facilitating Police 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, compassion, and effective policing and security services.

AUTHORITY

PTC Police Officers (the “officers”) are sworn in by the Commonwealth of Pennsylvania and are employees of PTC. Officers are responsible for the safety of the college community and operate 24 hours per day, every day.

CONTACTING THE DEPARTMENT

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 Department

When in any of the parking lots (main campus or on-campus housing), there are 12 emergency call stations that can be activated. To use a station, press the button and a call center is notified. An officer will be dispatched to your location. PTC Community members are encouraged to report all crimes and public safety-related incidents in a timely manner by using one of the following means:

- The Department is located in the Academic Building in room 203 (Second Level).

- If on a campus phone, dial ext. 5300 and report it directly to the officers on duty.
- Campus Police: 412-809-5300 (24-hours, 7 days per week)
- Off-campus at Hawthorne, call 911 or 724-693-8400 and report it to the North Fayette Police Department (NFPD).
 - If a crime is reported to the NFPD, they will dispatch PTC officers to the scene while simultaneously dispatching other required emergency response equipment to resolve the situation
- Email the PTC Police at campuspolice@ptcollege.edu.

PERSONNEL

Officers in the Department are either full-time or part-time employees of PTC. All officers must be certified by one of the following Pennsylvania Legislative Acts: Act 120 (Municipal Officer's Education and Training Act) or Act 235 (Lethal Weapon Training Act) or Act 49 (PA State Constable Act) or Act 2 (Sheriff's Training Act).

The Department can be supplemented by unarmed, PTC student workers. These students can act as dispatchers and do physical security as required. Police will contract additional security if needed.

There is an armed officer on duty at all times. This officer's primary responsibility is to respond to all types of situations that require a security presence, such as 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 Police department.

The Campus officers are armed as follows:

WEAPONS AND AMMUNITION:

- 9 MM or .40 or .45 cal. Semi-automatic pistols with a level 3 retention holsters
- OC Spray
- Baton

- Handcuffs
- Electronic Control Devices
- Uniforms

The uniform is 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.

The shoes will be black. The jackets will be dark blue or black. A fluorescent jacket is also approved. Duty gear will be carried on a leather or nylon belt with holders. Officers are hired by the Chief of Police. The jurisdiction of the Department includes all of PTCs property on-campus and off-campus.

PURPOSE AND SCOPE/ SECURITY MANAGEMENT PLANNING

The overall accountability for the security management plan resides with the Vice President for Facilities and Services. The day-to-day responsibility for this function has been delegated to the Police Chief and the Department. The 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 overall security of the PTC community.

GENERAL SECURITY

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

- Theft, damage, or loss of PTC property, as well as faculty, staff, students, visitors, or any other persons or organizations lawfully on PTC property, no matter the purpose.
- The presence of unidentified or unauthorized persons on PTC property
- Suspicious persons or actions on or near college property
- Improper or unlawful conduct by any person or group on PTC property and includes actions by any person or group that could be detrimental to PTC

- Investigation of criminal activity on college property
- Investigation of the smell or sight of smoke or fire in all buildings
- Response to emergency-related incidents on campus

DAILY OPERATIONS LOG BOOK

All reported activities are entered into the daily logbook located in Room 203 of the Academic Building, and is available to view upon request. The Department will delay an entry only 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. Incidents that occur off-campus, but involve a student, are also entered into the log book.

Officers review entries to stay apprised of on- and off- campus activities that occur during previous shifts.

All incidents are recorded in a database called "Incident Tracker." The point of contact for Incident Tracker is the Residence Life Director.

RESPONSES

All criminal incidents occurring on on-campus, or off-campus PTC property are to be referred to the Department. Incidents are then documented, and records are maintained for recordkeeping requirements, including the Clery Act. All incidents, including accident and medical, are recorded using the Incident Tracker system.

SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES

Campus officers may identify security and safety violations encountered during patrols. A service request is then reported to the Facilities Department via a help-desk, phone, or radio dispatch. The officer will also record the violation in the Daily Operations Log.

Additionally, the Facilities and Residence Life staff look for security, safety, or maintenance issues in the course of their duties and will correct them or submit a work order for resolution. Members of the PTC community are encouraged to report any issues to the Department or Facilities, so they may be addressed.

ACCESS TO HOUSING FOR INTERNAL AND VENDOR PERSONNEL

Authorized personnel have full access to on-campus housing. To gain access to suite doors, these personnel must use their swipe cards. Vendors will be escorted by authorized personnel, and/or if necessary, the applicable housing resident.

If a vendor is scheduled to access a single unit, and there are no occupants in the suite, the Department will provide an access card to the vendor for only that unit. The vendor will receive the card in exchange for their State identification, which will be held until the access card is returned to the Department.

MEMORANDUM OF UNDERSTANDING, AND INTERAGENCY COOPERATION

The 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.

At present, there is no written memorandum of understanding between PTC and local, or State police departments.

GENERAL HEALTH AND SAFETY

EMERGENCY POLES AND BLUE LIGHTS

There are six emergency pole buttons (call stations) in the parking lots, and six Blue-Light stations in the housing areas. When an emergency call-button is activated, either a monitor/dispatcher or a PTC Campus Officer will answer your call. No matter who answers the call, provide them the following information:

- Location of the emergency:
 - a. Where is the location of the situation?
 - b. You may be calling for a location other than where the incident is occurring...you need to get the responders to the scene of the incident as quickly as possible
- Nature of the emergency

- a. What is happening?
- Your name and location
 - Who is involved?
 - Are there weapon(s) involved, and the type, if known?
 - Never leave a sick or injured person alone.

HOSPITAL TRANSPORTATION POLICY

The Department will transport students to medical facilities in non-life-threatening situations. In addition, trained faculty and staff are permitted to transport students in PTC owned vehicles.

Student employees are not permitted to transport students to and from the hospital. Any life-threatening situation requires an ambulance to be called. As soon as the student enters the PTC vehicle, the driver should call Campus Police dispatcher(s) with time and mileage. Once they arrive at the medical facility, the driver should call dispatcher(s) with time and mileage. When going to pick up a student at the hospital and returning to PTC, the same calls must be made.

Dispatchers/reception must annotate these times and mileage in the logbook and give them to the officer so they can be included in the incident report. If a student, faculty, or staff member "needs" medical treatment, and "needs" to be transported to a hospital and is suffering from any type of altered mental status due to alcohol, drugs, or injury and refuses treatment or transportation, the following policy must be adhered to:

First responders, i.e., Campus Officers, Resident Coordinators, Police, and EMS, will confer, and if the decision is to transport the person to a hospital, they will be taken to the nearest medical facility for treatment via ambulance or Police vehicle. Their altered mental status must be taken into consideration if they disregard or decline medical treatment.

If the person(s) cannot make a rational decision about their wellbeing and safety, this altered mental status provides "implied consent" to have them transported and treated. If the decision is to physically take them to the hospital, without consent, the persons' next of kin must be notified as immediately as possible. The

Chief of Police will be notified as well as the Vice President of Student Affairs, Vice President of Facilities and Business Services, and the Director of Housing.

Officers of this Department will ALWAYS error on the side of caution and safety when making decisions relative to the health and safety of our PTC community.

MENTAL HEALTH

Effective communication facilitates prevention, mitigation, or intervention of mental health emergencies. The importance of sharing information about troubled students, faculty, or staff, as well as visitors to the campus, is crucial for the proper handling of mental health emergencies. If any student, staff, faculty, or visitor exhibits behavior that could indicate emotional trauma, the On-Duty Campus Officer should be notified immediately by dialing ext. 5300, or 412-809-5300 and the Emergency Response Team (ERT) dispatched to begin the assessment and control process:

Monday thru Friday 0800 to 1700 hours:

If the encounter is violent or the individual suffers active mental trauma, the North Fayette Police Department must be contacted by calling 911. Notify the dispatchers of the situation, and they will assign an ambulance as needed. This may require a 302 commitment to a medical/mental health facility, and this can only be done by a policing department. Campus Police will also be notified by calling 0 or ext. 5300. At the conclusion of the incident, the medical representative and housing representative will be notified, along with the Academic Chair or supervisor.

If the encounter is not violent, "but significant," the Campus Police responders, along with the Academic Chair, medial representative, Program Director, and or Housing, may have the subject go to a medical facility on their own. This is a 201 commitment. It may be necessary to transport the student in a PTC vehicle (See Hospital Transportation Policy).

If the responders, Academic Chair, Program Director, Housing, and or medical personnel are not comfortable with the student remaining on campus or going to their apartments, Resolve Crisis Network, a mobile assessment team, can be

contacted to do an evaluation and consult with PTC, 1-888-796-8226. The Resolve team will assist with the evaluation and recommend a course of action.

If a "red flag" is identified, i.e., an instructor sees something disturbing in actions, or in a paper or drawing, the Department, Academic Chair, medical, and housing representative should be contacted. This group must decide what to do with the student, faculty, staff, or visitor. At the very least, the student must be required to visit our on-campus counselor as soon as possible.

- If the incident occurs after normal business hours 1700 to 0800 hours and weekends, the following procedures must adhere to:
- If the incident is violent, use the same procedure as above. Call 911 and proceed.
- If the incident is significant but not violent, try to get the student to go to the hospital on his or her own. Same as #2.

If the responders (staff/faculty) are not comfortable, and there is insufficient evidence to call for Police or ambulance, or the student will not visit the hospital on their own, the on-scene Campus Officer or Housing Representative can contact Resolve Crisis Network. Resolve is a mobile assessment team that can be contacted to do an evaluation 1-888-796-8226. The Resolve team will assist with the evaluation and recommend a course of action. The responders can also contact Mercy Behavioral and Contact Pittsburgh. Numbers are listed in the Emergency Contact Book. If a "red flag" is identified, i.e., an instructor or RA sees something disturbing in actions, or in a paper or drawing, the Department and housing representative should be contacted. This group must decide what to do with the student, faculty, staff, or visitor. Resolve Crisis Network can be called anytime for assistance.

At the very least, the student must be required to visit our on-campus counselor as soon as possible.

Anytime there is this type of crisis, the Chief of Police must be contacted, and they will make the necessary campus contacts.

Following is the contact information:

- PTC Counseling Services: 1-800-647-3327

- Mercy Behavioral Health Crisis Center (24 hours) 877-637-2924
- Resolve Crisis Network (24 hours): 888-796-8226
- The Contact Pittsburgh Hotline (24 hours): 412-820-4357

MENTAL HEALTH COUNSELING

PTC provides a personal counselor for any student seeking the service. PTC makes this service available for grief counseling as well. This service includes individual sessions with the counselor, as well as referral and, where appropriate, coordination of care with outside providers. PTC has an agreement with PTC Counseling Services. They can be reached at 1-800-647-3327.

SECURITY AWARENESS PROGRAMS

Security awareness presentations are made at each new-student orientation session. The information provided is about crime and crime prevention, both on and off-campus. Presentations are also conducted for family members to familiarize them with the Department and address any questions or concerns.

Security awareness presentations are also conducted yearly during Resident Life staff training. The staff is informed about campus crime and given information on prevention, with emphasis on ensuring entrance/exit doors to the residence halls are kept closed and locked. A member(s) of the Department team goes to each classroom at the beginning of each new quarter to discuss with the students the following:

- Parking
- Calling in an emergency
- Smoking
- Mass notification

At the start of each quarter, PTC Campus Officers discuss with students the Pennsylvania liquor control laws and underage drinking and illegal drug consumption. A common theme of all awareness and crime prevention programs is to encourage students and employees to take responsibility for their own security and the security of others.

The campus community can visit [Megan's Law Website](#) to view any registered sex offenders from the communities PTC is living or working in.

PREVENTION PROGRAMS

Crime prevention programs on personal safety and theft prevention are presented by various organizations throughout the year. Security personnel facilitates programs for students, parents, staff, and faculty emphasizing crime prevention and the protection of personal property. Sessions are conducted during student orientation or when requested.

On a quarterly basis, PTC presents a 2-hour substance abuse program using Gateway Rehabilitation and members of the PTC Police Department.

No type of sexual assault crime will be tolerated by PTC.

POLICIES ON ILLEGAL DRUGS, AND ALCOHOL:

PTC is committed to preparing students for long and successful careers. As part of this commitment, PTC attempts to prevent illegal drug use and alcohol abuse by its students in accordance with the following policy.

DRUGS: In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Community Act Amendments of 1989, it is the policy of PTC to maintain a drug-free environment. As defined under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act 64 of 1972, PTC prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. This includes all products derived from hemp, including medical marijuana and CBD, as well as drug paraphernalia (including pipes, bongs, hookah, syringes, and any other devices for the use of drugs), or being under the influence of drugs or alcohol on PTC premises, in and around PTC sponsored student housing, or at PTC sponsored or supervised functions or events. These prohibitions cover any individual's actions that are part of any PTC activities, on or off PTC premises, or in the conduct of PTC business wherever transacted.

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.

PTC also provides information and resources on substance abuse through its campus-specific link at ULifeline.org. Students can access ULifeline.org resources through the Student Services link on the Student Portal.

For more information, view the Student Handbook and Code of Student Conduct (Appendix A).

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.

Persons age 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.

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 a reason to suspect 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 or alcohol screen. The employee will be directed by HR to a medical facility accompanied by a member of the Department. If the suspected employee is a member of the 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 statute 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 RESPONDING TO A MISSING PERSON(S) REPORT

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 a spouse, significant other, or parent.

If a student is determined to be missing from any PTC property, it can be reported to the PTC Police Department at 412-809-5300, Room 203 of the Academic Building, in a number of 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 Police Department will take the following steps: (first responders, i.e., Campus Officers, Community Advisor/Resident Assistants must take note of important information such as the 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 the student has been missing, and begin to develop a witness list. Have a Campus Officer and or Director of Resident Life contact the parents/guardian of the student using the information in the PTC SIS (Student Information System) database. 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 Chief of Police, and they will make the decision.

The PTC Police 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.

Please see the Fire Safety and Security Report for more information. (Appendix A).

CONSENT TO TREATMENT

The 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.

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.

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's 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 the incident tracker. In the report, the officer must clearly state that the identified student must be considered for drug and or alcohol counseling. We 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.

SEXUAL ASSAULT

Sexual assault is comprised of a number of crimes, and victims have the opportunity to report it. If the victim chooses to file a report, the Department and appropriate personnel will assist in this endeavor.

Assistance will be provided through the scheduling of emergency appointments and supportive measures to involved parties to maintain or restore access to PTC educational programs and activities. Services are coordinated through PTC Counseling or can be arranged by a caseworker through a medical facility.

Appendix A has links to the College's Sexual Misconduct Policy and important information about your rights under Title IX.

PROTECTION FROM ABUSE ORDERS (PFA)

Because our students become involved with each other domestically/intimately, they have the authority to file for protection from abuse orders if the relationship becomes physically or mentally abusive or threatening. This becomes complicated if they are both students in classes together, as well as living in the same campus housing units. It becomes more complicated if they are actually living together in off-campus property not controlled by PTC. If protection from abuse order is required, the student makes an initial report to the Department then makes a Police report to the Department in the jurisdiction in which the abuse occurred. At either point, the PTC Police Department or the local Police will advise the student of the procedure for filing for an order for protection.

The student can obtain a temporary or emergency protection from abuse that lasts 24 hours from the District Justice within that jurisdiction. The following day the student must go to the Allegheny County courthouse in Pittsburgh to obtain a more permanent order. If they desire to obtain a PFA occurs during non-business hours (after 4:00 PM), the student can obtain the emergency order by one of the following methods:

1. Go to night court. It is located in the city of Pittsburgh at 600 First Avenue adjacent to the Allegheny County Jail.
2. Go to Ohio Valley Hospital's Emergency Room, and they will set up a video conference with the night court, or the student can go to night court and go before a judge.
3. Once the order has been issued, the following will occur:
4. The Police of jurisdiction will serve the PFA on the abuser.

5. The PTC Police Department will receive a copy of the order and a picture, if possible, of the abuser.
6. The Academic Chair and Program Director will be notified. If the students take classes together, some accommodations will be made.
7. If students are in the same housing, complex accommodations will again be made. The Department will enforce the PFA in accordance with the law in conjunction with the Department of jurisdiction.

EXPOSURE TO INFECTIOUS DISEASES AND BLOODBORNE PATHOGENS

Officers routinely come into contact with members of the public. At some point, it is predictable that Officers will come into contact with 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 as a result 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 the 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 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.

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 physicians if they are taking prescription drugs.

Pregnant Officers should be advised to report to their physician any direct contact 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 Chief of Police will ensure that adequate supplies are available for infectious disease control within the Department.

They 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 readily available at all times 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 the 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.

If searching a purse, carefully empty the contents directly from the purse, turning it upside down over a table.

The above precautions should be applicable in all instances or interactions when possible.

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 to a healthcare facility is necessary.

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 a 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.**"

EXPOSURE TO INFECTIOUS DISEASES 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 in 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.

RESPONSE TO 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.

STUDENT CONDUCT, RIGHTS, AND PROTECTIONS

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.

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.

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.

RIGHT TO EDITORIAL FREEDOM

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and in 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 being in conflict 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 Associate Vice President of Student Services or his /her designee may review cases concerning allegations of non-academic student misconduct. Disciplinary action will be prompt and appropriate.

See Appendix A for a link to the Code of Student Conduct, Sexual Misconduct Policy, Title IX Handbook, and Student Handbook.

WHISTLEBLOWER PROTECTION REGARDING CAMPUS CRIME

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

DISCIPLINARY PROCEEDINGS AND DISCLOSURE TO VICTIMS

Appendix A includes links to PTC's Code of Student Conduct and Title IX Discrimination Hearing Procedures.

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 particular places on campus by PTC's Police 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 four weeks). In addition, the sponsor must consult with the Vice President for Student Services for initial approval.

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, airsoft 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 PTC PD.

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 on this facility are the weapons carried by the PTC PD Officers

POLICY ON CCTV MONITORING/RECORDING OF PUBLIC AREAS

PURPOSE: 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.

SCOPE: 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 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 Chief of Police 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. To maintain an informed PTC community, the Department will periodically disseminate written materials describing the purpose and location of CCTV monitoring and the guidelines for its use. The location of outdoor CCTV cameras monitored by the Department will be published in the Handbook.

Information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of PTC faculty, staff, or student body.

All existing uses of video monitoring and recording will be brought into compliance with this policy within 12 months of the approval of this policy.

RESPONSIBILITIES

The 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 Department has primary responsibility for disseminating the policy and assisting other units in implementing the policy and procedures.

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

The 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 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 the video monitoring of public areas will perform their duties in accordance with the Code of Conduct consistent with this policy developed by the Department.

Police Department Management will ensure that the responsible and proper camera monitoring practices by control operators are continuous.

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

- This Area is Subject to Video Monitoring by the Department
- The Department will limit camera positions and views of residential housing.
- Any view given to the housing will be no greater than 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 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 a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police and CCTV Monitoring Panel.
- 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 acknowledgment 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 spot and continuously view people becoming intimate in public areas.
- 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 Chief of Police and the Open Expression Committee. Portable hidden cameras with recording equipment will only be used for criminal investigation by Police Department detectives with the approval of the Chief of Police.

EXAMPLES OF CCTV MONITORING OF PUBLIC AREAS

Legitimate safety and security purposes for the monitoring and recording of public areas 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. Policies

POLICE ACTIONS THAT ARE OBSERVED, PHOTOGRAPHED, OR VIDEO RECORDED

Upon discovery that a bystander is observing, photographing, or video recording the conduct of Police activity, the Police will adhere to the following guidelines:

- **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/videos of events considered at some later time to be material evidence.

- **BEFORE** taking any Police action which would stop a bystander from observing, photographing, or video recording the conduct of Police 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.

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 that is located in 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 the property is NOT illegal

The purpose of this policy is to provide Campus 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 unusual 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.

The Voluntary Consent to Search form is located in Appendix B.

AUTHORITY TO CONSENT

In order 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 an ownership or other authority to consent to the area or item to be searched, i.e., the person in charge may not consent to the search of another person's item(s) if that person is present.

The Voluntary Consent to Search form is located in Appendix B.

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?

SCOPE

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.

HANDCUFFS

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 located 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 they are free to leave. Failure to transform the motor vehicle stop into a mere encounter absent reasonable suspicion that another 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 exist 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 the "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 Police 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 the course of 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. Biber's on Clinton Ave. in Oakdale is the towing agent for PTC.

SEARCH WARRANTS

PTC Campus 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 an RC, it 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 Officer; when possible, a search will be conducted on the scene. In the case where a subject who was not searched is turned over to An officer, that Officer shall be informed that the subject was not searched. If circumstances on the 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 the same gender search to subject in custody. When reasonable, Officers from another department may be requested. Officer safety is always the primary consideration. If the same gender search is not possible, the

search should be conducted in front of another 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 the 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.

SEARCH OF FEMALES

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 Police 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 done by another officer.

REASONABLE SUSPICION

An officer's suspicion based on specific facts and inferences, which would lead a reasonable person to conclude that someone who is stopped may have committed, may be committing, or 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 person to believe that an offense has been committed; or that seizing objects are in the place to be searched.

EXCITED DELIRIUM

Some educational websites on the topic are listed below:

EMS1: [Excited Delirium Article](#)

DOJ: [Preventing In-Custody Deaths](#)

Responding to excited delirium type situations may involve spontaneous judgment 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.

PURPOSE/POLICY

The purpose of this policy is to provide 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.

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 they are 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 regards to time, and/or location, misinterprets perceptions, be delusional, and/or experience hallucinations.

Due to 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 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 they are 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 is such that continued struggle 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 the 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 a custody plan prior to making physical contact with the subject. Attempts to deescalate 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 circumstances 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 the 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 handcuffs and continue to try verbally calming the subject. Based on the subject size, consider using the "Double Cuffing" option. This allows the chest to have a better expansion for breathing.

Do not use the "Hog-tying Hobble" technique.

A subject who suddenly becomes quiet, states they cannot breathe, or who no longer offer resistance should be immediately assessed to ensure adequate breathing and the presence of a pulse.

SUBJECT HANDLING AND CUSTODIAL PROCEDURES

- Place subjects in a sitting position or on the side to facilitate breathing.
- Do not place knees into the subject's back or do anything to constrict breathing.
- Ensure the 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 monitored at all times.
- 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 Police car; however, the immediacy of transport is the overriding objective.
- Be observant of 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 Police custody, continue regular monitoring.

Responding to excited delirium type situations may involve spontaneous judgment based upon quickly evolving scenarios.

USE OF FORCE

When making an arrest, PTC. 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 an unreasonable force. Any force applied once resistance stops can and will be considered as excessive. The criterion used by the PTC Police 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 criteria 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 4th Amendment. Therefore, the use of force is considered a

seizure and only needs to be objectively reasonable based on a reasonable officer standard. Officers are only 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 applied to the reasonably objective choice based on the circumstances. Simply, when the resistance stops, or action stops and compliance gained, force must reduce or stop accordingly. This does not mean that resistance or action cannot RESTART 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

1	OFFICER: Officer Presence, and verbal direction	1	SUSPECT: Verbal or Nonverbal Noncompliance
2	OFFICER: Touch Control, Soft Hands	2	SUSPECT: Passive Resistance
3	OFFICER: Empty Hand, Chemical Agents, ECD	3	SUSPECT: Active Resistance
4	OFFICER: Hard Hands, Impact Weapons	4	SUSPECT: Assaultive Resistance
5	OFFICER: Deadly Force – Gun, Knife	5	SUSPECT: Deadly Resistance

DEFENSE OF LIFE

A PTC Campus Officer may use deadly force when they reasonably believe 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 a 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?

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 Police 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: _____