


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:004	Supersedes Policy Number: II:05:05
Date: August 1, 1986	Dated: February 1, 1982
Subject: Public Safety Operational Guidelines	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  President	

As an institution of higher learning, Austin Peay State University is committed to provide an environment where students, faculty, staff and guests may expect reasonable safety from hazards to life and property. Although the University cannot guarantee the safety and security of persons and property on the institution's campus, the University must assume the responsibility of providing members of the campus community with orderly enforcement of University rules and regulations and federal, state and/or local laws, regulations or ordinances in an unobtrusive and courteous manner and in a way which provides every individual civil and personal rights and due process. These services must be provided in a manner which recognizes the uniqueness of the academic community and promotes academic enterprise.

### Functions

The Department of Public Safety exists to provide the Austin Peay State University community a safe and secure environment. As an administrative unit within the University organization, it functions as a member of the academic community designed to support the educational programs of the University. Specifically, the Department of Public Safety is primarily concerned with the following functions:

1. Promoting the safety and well-being of members of the University community and guests.
2. Providing protection for University property, and that of students, employees and guests.

3. Maintaining continual surveillance of all areas within its jurisdiction to enforce University regulations and applicable laws and to identify hazards to safety and security.
4. Developing, implementing, and enforcing policies and regulations regarding vehicular traffic and parking.
5. Developing and implementing a crime prevention plan that will educate the campus community on techniques to secure personal property and ensure personal safety.
6. Conducting investigations of crimes which occur on University property. Such investigations will be intramural in nature. Independent investigations will be confined to those activities occurring within the geographic jurisdiction of Austin Peay State University Department of Public Safety except as authorized by the Vice President for Finance and Administration or the President. Extramural investigations will be referred to the appropriate civil law enforcement agency.
7. Responding to emergency situations that may arise on campus in fulfillment of responsibilities delineated in Items 1 and 2 above.
8. Serving as a liaison agent between the University and such city, county, and state agencies necessary to support functions identified in Items 1 and 2.
9. Assuring, in conjunction with the appropriate University department, or office, University compliance with all safety and security measures prescribed by local, state, and federal agencies.
10. Serving as campus communication and referral center.
11. Providing special services required to support the official functions of the University or its invited guests.

#### Organization

The Department of Public Safety is an administrative unit of the Division of Finance and Administration. The Chief reports to the Director for Physical Plant, who is responsible for overall campus safety and security. The department operates according to regulations and practices developed jointly by the Chief, Director, Vice President, and President. The Chief implements and administers the University security program and, in conjunction with other appropriate agencies, promotes the safety of students, employees, and guests, and the protection of University and personal property.

### Police Commissions and Jurisdiction

Through an agreement between the University and the Montgomery County Sheriff's Department, the Chief and all uniformed officers of the Department of Public Safety are duly commissioned deputy sheriffs. This commission is granted as a result of employment by the University and becomes void upon termination of such employment. As a result of this, the University assumes no responsibility except when commissioned officers exercise the authority vested in them on University property, city streets within the campus, or in connection with approved University business or to prevent a felony or save a life.

All commissioned personnel of this department are authorized to carry an approved sidearm while on duty. The University will assume liability for the use of the weapon only while the officer is performing official University duty. The weapon shall be used only in self defense when the officer's life or another life is in danger. The weapon should not be removed from its holster to be used as a warning device or warning shots be fired.

The jurisdictional area for Department of Public Safety authority is confined to the geographical limits of the campus, except as noted below and/or except by direct approval of the Director of Physical Plant and the Vice President for Finance and Administration or the President. This area shall include University property bound by College Street on the south, Eighth Street on the east, Lee Street to Robb Avenue to Kraft Street on the north, and North Second Street on the West; the University farm and the University president's residence. Since the main campus is laced with city streets and contains such non-university property, jurisdiction will be restricted to property associated with the University, except under the following conditions:

1. In response to an official and specific request by the Clarksville Police Department, Montgomery County Sheriff's Department, or Tennessee Highway Patrol for emergency assistance;
2. to prevent a felony or save a life;
3. at the direction of the Director of Physical Plant and the Vice President for Finance and Administration to conduct official University business.

### Patrol Duties

The Department of Public Safety will maintain a twenty-four hour patrol capability for all campus property. Patrols will be responsible for the following duties:

1. Traffic control and issuance of parking violation citations.

2. Patrolling campus and observing buildings and property for security and other-than-normal conditions.
3. Responding to emergency calls involving injury and suspected or actual crime commission.
4. Transporting money or other valuables to a safe depository.
5. Identifying problem areas and alerting appropriate University officials of potential or actual matters needing attention.
6. Performing public relations functions by providing assistance within the scope of their capabilities.
7. Reporting all incidents or conditions of serious or unusual nature to the Chief.
8. Upon completion of patrol, prepare a written report of all unusual events occurring during the patrol.

#### Law Enforcement

Members of the department who, by their employment, may be sworn deputy sheriffs are empowered to enforce state and federal laws and local statutes according to conditions set forth above.

An official shall use no more force in apprehending a subject than is absolutely necessary. Handcuffs shall be applied only when the behavior of the prisoner indicates that escape or harm to himself or others is likely. Use of deadly force shall be used ONLY in self-defense of another's life.

The following functions may be performed in the course of an officer's duties. This list is not to be considered inclusive of all situations which may necessitate the application of the law, but shall serve as guidelines with the understanding that the individual officer shall exercise discretion in employing the authority vested in him or her through commission and employment.

1. An officer will arrest all felons and may arrest all misdemeanants when the crime is committed in the presence of the officer.
2. An officer may arrest when he or she has a valid warrant for a subject's arrest.
3. An officer may arrest when he or she has reliable probable cause to believe a subject committed a felony. "Probable Cause" as used here means the officer must have received information from a reliable source or facts and/or circumstances exist that would cause a

reasonable and prudent person to believe that a crime has been committed and that the suspect committed the crime.

4. Authorized members of the department may serve valid civil warrants to members of the University community. Unless circumstances dictate otherwise, these warrants shall be served in a discrete manner that will not be disruptive to normal activities.

"Pranks": Due to the nature of the University's functions and population, students have full rights to be on the University campus at various times for various reasons. Experience has shown that there will be infractions of University rules and regulations and perpetration of pranks. Students apprehended for such infractions should be counseled and referred to the Dean of Students. If infraction or prank is of a minor nature, the department employee may take the student I.D. card (which will be sent to the Dean of Students with the departmental written report of the incident) and advise the student to report to the Dean of Students at a designated time. If the incident is of a serious nature, the Dean of Students will be called immediately. Each officer must use his/her best judgment in determining if a student's behavior warrants routing the action through administrative channels or dictates civil action. All such incidents, minor or serious, will be recorded in the shift report. Normally, the above action will complete the department's involvement; however, in some cases, personnel of the department may be required to appear before a disciplinary board to provide a personal account of the transgression.

#### RELATIONSHIP WITH CIVIL AGENCIES

##### Criminal Investigation

All violations of federal, state, and/or local laws and ordinances and University regulations will be enforced by officers of the Department of Public Safety. Calls or complaints requiring response by departmental personnel will be answered and preliminary investigations conducted. Normal departmental procedures will be followed in regard to report preparation, medical assistance, and notification of appropriate University officials. When preliminary investigations indicate the incident is entirely intramural, the departmental investigation will continue until such time as a resolution is reached or until it is evident that the incident involves extramural activity. Departmental investigations in these instances shall be limited to minor felonies and misdemeanors.

When it is reported to the department that a major felony has occurred on University property, appropriate personnel will respond immediately. A preliminary investigation will be conducted on site. Concurrently, the Montgomery County Sheriff's Department will be notified and assistance requested. If

response by the Sheriff's Department is immediate, the civil authority will assume jurisdiction. University personnel will work in an assisting role to the civil authority. If response by the Sheriff's Department is delayed, University personnel will proceed with the investigation until such time as the crime scene is processed and all matters of immediate urgency have been completed, at which time jurisdiction will be conveyed to the civil authorities. Crimes involving rape, murder, aggravated assault involving shooting or stabbing, bomb detonation, robbery involving a large value or bodily harm, and white collar crime will be referred to the Tennessee Bureau of Investigation immediately upon notification.

#### Hot Pursuit

Departmental officers shall not engage in "hot pursuit" of vehicles, except in life or death situations or when the officer has reliable probable cause to believe the subject committed a major felony. When pursuit does occur under the above conditions, maximum use of radio communications will be employed to call city and/or county law enforcement agencies to apprehend the violator. Only in cases where positive identification is necessary will Department of Public Safety officers continue to be involved in the incident.

#### Serving of Warrants

When a civil agency possesses a valid warrant to be served on a student or employee while that individual is on the campus, such warrant shall be presented to the Department of Public Safety. A member of the Department will serve as serving agent or accompany the serving agent in delivery of the warrant. Every effort will be made to not disrupt normal activity.

#### Miscellaneous

All activities involving interaction with outside law enforcement agencies not included above shall have prior approval of the Director of Physical Plant and/or the Vice President for Finance and Administration of all inquiries from outside law enforcement agencies for assistance by the Department of Public Safety.