

	<b>POLICY</b>	<b>Motion No.</b>	<b>FF 1031-2021</b>
	<b>Campus Security Intervention</b>	<b>Effective Date</b>	<b>12/21/2021</b>
		<b>Responsible Department</b>	<b>Finance &amp; Administration</b>
		<b>Attorney Review / Date</b>	<b>July 21, 2021</b>

Pennsylvania Highlands Community College Security Officers are College employees who are unarmed, unsworn, private security officers for the properties owned, leased, or operated by Pennsylvania Highlands Community College; they are not law enforcement officers charged with arresting law violators. Security Officers engaged in incidents of a volatile nature will always conduct themselves in a manner that emphasizes the safety of the officer, students, employees, and visitors.

The use of force by Security Officers will only be justified under conditions of necessity and used as a last resort when all other means have failed or cannot be reasonably employed and/or to defend oneself or another person from serious bodily harm. The Security Officers will problem solve to de-escalate situations before using any force. However, when physical force is deemed appropriate, the degree of force used must be the minimum force necessary to bring the situation under control.

The head of campus security will train Security Officers annually which will include training on self-defense, hand cuffing, and the use of pepper spray. Additional training will be provided as is necessary.

### **Protocol**

The actions of a violent or potentially violent individual dictate the reaction Security Officers will take. In order to use physical force, the Security Officer, using his or her best professional judgement, observes that the hostile or dangerous individual should:

- Indicate, by actions or words, that he/she is an actual threat to a Security Officer or to another person on campus (intent to harm).
- Be within the proximity of a Security Officer or another person, and thereby, having the opportunity to cause bodily harm (opportunity to harm).
- Possess or potentially possess the ability to inflict bodily harm (capability to harm).

### **Officer Safety Equipment**

Security Officers will maintain on their person the following safety equipment:

- Handcuffs: May be used to physically restrain a combative subject who is an immediate danger to the Security Officer or another person. All combative subjects shall be handcuffed with their hands behind their back. Handcuffs will not be removed until the Police have arrived and taken control of the incident.
- Pepper Spray: May be used as a last resort to prevent or deter additional violent behavior.

## Reporting and Documenting Use of Force

All incidents concerning use of force by Security Officers must be reported immediately to law enforcement, his/her direct supervisor, a Cabinet member in the direct chain of command and to the President as soon as the situation is deemed safe, and the Security Officer has the opportunity. The Security Officer shall complete an incident report documenting the subject's actions and the Security Officer's actions before the end of that work shift, if possible. The incident report, police report, attachments, photographs, recordings, and other pertinent documents/materials shall be reviewed by the head of campus security, his/her direct supervisor, and the Cabinet member in the direct chain of command. The President will report incidents to the Board of Trustees within a reasonable amount of time after the incident.

<b>Effective Date</b>	<b>Motion Number</b>	<b>Document Author</b>	<b>Description of Change</b>
12/21/2021	FF 1031-2021	Security and Safety	Initial Release