

I. INTRODUCTION

The purpose of Southeastern Illinois College's security department and its security officers is to ensure that the College's campus is a safe, secure one. The head of security and the security officers who report to him/her depend on help from students and employees to accomplish this purpose.

II. GENERAL PROCEDURE

- A. **RESPOND TO EMERGENCY SITUATION** – Campus security officers will respond to emergency situations and/or secure the necessary emergency help from outside agencies and will notify the appropriate administrators of the emergency situation.
- B. **SECURE FACILITIES AND GROUNDS** – Security officers are responsible for doing safety/security audits, checking lights, locks, fire extinguishers, fire alarms, and AED devices.
- C. **ADHERE TO POLICY** - The security officers will follow college policy for campus safety and security as defined by the copies of the policy statements located in the security office (e.g., Clergy Act).
- D. **ENFORCE TRAFFIC CONTROL** – Security officers will be responsible for traffic control on campus. The Security officers will issue Southeastern Illinois College citations as warranted.
- E. **PRACTICE SECURITY AWARENESS AND CRIME PREVENTION** – The security department will provide information on security awareness and crime prevention to the campus community. The information provided will encourage students and employees to be aware and report unusual or possible criminal activity, and what to do during a fire, tornado, or other disaster situation. Campus crime statistics will be made available to all students, employees, and the College community, as well as to student applicants and prospective employees in an annual report.

III. USE OF FORCE

The Southeastern Illinois College security force will follow all rules and regulations of the Illinois State Police OPS-046 for Use of Force.

Force options may include: display of force, minimal subject control, intermediate force options, chemical agents, and lethal force.

IV. USE OF FIREARMS

- A. Firearms shall be used only by personnel who are lawfully allowed to carry one, have been authorized by the Executive Dean of Administrative Services, trained, and who are qualified in the proficient operation.
- B. The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by security officers or used for approved course work, is strictly prohibited. Violators will be reported to local law enforcement agencies.
- C. While on duty, authorized personnel shall carry only firearms and ammunition issued or approved by Southeastern Illinois College. Other firearms or special ammunition shall not be carried without specific written approval of the Executive Dean of Administrative Services
- D. Security officers will register with the College all personally owned firearms carried or used in the performance of their duties.
- E. Firearm safety shall be a primary concern whether on or off duty and the security officer shall not unnecessarily draw, display or carelessly handle a firearm at any time, while on or off duty.
- F. Whenever possible the security officer must make their identity as security officers known and exercise persuasion, advice, and/or warning of the impending use of force.

V. DISCHARGE OF FIREARMS

- A. Security Officers shall discharge firearms only as follows:
 - 1. In defense of another person's life;
 - 2. In defense of their own lives; and
 - 3. At an approved firearms range;
- B. "Warning shots" should not be fired.
- C. Any security officer who discharges a firearm, accidentally or intentionally, shall make an oral report to the Director of Environmental Services as circumstances permit and file a written report with the Director of Environmental Services as soon as possible, describing fully the incident.
- D. Disciplinary Action: A security officer shall be subject to corrective action or dismissal should the firearm discharge or the security officer's public display of a firearm involve the following:
 - 1. A violation of the law;
 - 2. A violation of College policy relating to the discharge or display of firearms;
 - 3. A wanton disregard for public safety;
 - 4. Misconduct, including but not limited to :
 - (a) Being under the influence of alcohol or drugs;
 - (b) Unjustified display of authority;
 - (c) Use of official position for personal advantage;
 - (d) Dereliction of duty;
 - (e) The accidental discharge of a firearm through carelessness; or

- (f) Any other misuse of a firearm.

VI. FIREARMS PROFICIENCY

- A. Every security officer authorized to carry a firearm on the campus of Southeastern Illinois College shall achieve and maintain firearms proficiency in accordance with the requirements of this section.
 - 1. Officers shall demonstrate firearms proficiency at least annually on an approved shooting course attained in conformance with all course rules and approved by the Executive Dean of Administrative Services.
 - 2. Records of qualifications shall be held for a minimum of two years.
 - 3. Proficiency scores shall be obtained using the approved firearm, holster and loading devices usually carried by the security officer.
- B. Failure to meet the required standard is considered unsatisfactory performance and may be subject to corrective action or dismissal.

VII. CHEMICAL AGENTS—OLEORESIN CAPSICUM

- A. Only authorized personnel may possess and maintain department issued oleoresin capsicum spray, commonly known as pepper spray.
- B. Chemical agents are weapons used to minimize the potential for injury to security officers, offenders, or other persons. They should only be used in situations where such force reasonably appears to be justified and necessary.

VIII. NEWS MEDIA

Release of information to the public will be governed by department policy by directing any and all questions to the College President's Office.

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