



6.19.0.1 Campus Security Procedures

Record Maintenance

Daily Logs

Daily logs are kept by each campus security officer and filed daily in the Campus Security Office.

Video Tapes

Tapes are kept for 14 days before they are recycled (taped over) in the Campus Security Office.

Initial Complaint Reports - Criminal

1. Hand written reports will be completed on all criminal activity and kept on file in the Campus Security Office. If a police department case number has been assigned, this will be noted on the report.
2. The White Bear Lake Police Department and/or Washington County Sheriffs Department shall determine the initial criminal classification utilizing the FBI Uniform Crime Guidelines.
3. Yearly reports of criminal activity will be requested from the White Bear Lake Police and Washington County Sheriffs Departments for review.
4. Original hand written reports and yearly reports will be maintained for seven (7) years in the Campus Security Office.
5. A copy of the criminal report will be forwarded to the Campus Security Supervisor for review within one (1) day of taking the report.

Initial Complaint Reports - Non-criminal:

1. Hand written reports will be completed for all non-criminal activity.
2. These reports will be reviewed and discussed once each quarter by the Campus Security Officers and the Campus Security Supervisor.
3. Original copies will be maintained for seven (7) years in the Campus Security Office.

Collecting Crime Report Statistics:

Criminal statistics used in the annual campus security report are compiled from the following sources:

1. Reports taken by the Century College Campus Security personnel.
2. Reports received from the White Bear Lake Police Department and the Washington County Sheriffs Department via annual request for data.
3. Reports received from campus officials as a result of periodic requests from the Campus Security Supervisor or Assistant Dean of Student Affairs.
4. The above reports are reviewed and compared for duplication and proper classification by the Campus Security Supervisor, Campus Security Officers, and Associate Vice President of Administrative Services and Information Technology.
5. Final statistics are published in the Campus Security Report and Right to Know booklet annually.

Timely Warnings:

1. The Campus Security Supervisor, after consultation with campus security officers and/or police department officials, shall issue timely warnings to the campus based on the criteria listed below.
2. In the absence of the Campus Security Supervisor, the Associate Vice President of Administrative Services and Information Technology shall assume responsibility to issue timely warnings.

Criteria:

1. Timely warnings are issued under the following conditions:
 - a. It is determined a threat to the campus exists because
 - 1) perpetrator(s) have not been arrested and are unknown
 - 2) perpetrator(s) are known and determined to be a continued threat
 - b. It is determined that a warning to the campus community will not adversely affect any law enforcement investigation/prosecution (consult local police officials).
 - c. It is determined that a timely warning will aid the campus community members in avoiding similar occurrences.

Warning Methods:

The Campus Security Supervisor may use any or all of the following methods of disseminating the timely warning:

1. Memo to the general campus community, written and/or campus e-mail
2. Memo to specific campus groups
3. Announcement on entry monitors
4. Posters/flyers
5. Announcement via campus voice mail
6. Class announcements
7. News releases

Traffic and Parking Regulations

General Information:

- A. The authority for establishing traffic and parking regulations on the State Community College campuses is granted by Minnesota Statute Section 169.966, Subd. 8 (1988).

These regulations are effective beginning with the spring 1995-96 academic year and have been approved by the Century Community and Technical College President pursuant to Minnesota Statutes Chapter 169.966, Subd. 8. These rules shall remain in effect until modified by the College. Additional information may be obtained from the Campus Security Office (651-747-4000).

- B. These regulations apply only to the Century Community and Technical College campus property. Streets around the campus and adjoining neighborhood are governed by state law and the Cities of White Bear Lake or Mahtomedi ordinances.
- C. Driving and parking on campus is permitted in accordance with these regulations, which are designed for safety and to control movement of vehicles. **All persons operating a vehicle on campus are responsible for being familiar with and complying with all traffic and parking regulations.** These regulations are designed to provide maximum use of the parking facilities at Century and to insure that everyone (students, faculty, staff or visitors) have an equal opportunity to park. It is the goal of the Campus Security Office to provide fair and equal enforcement for all users.

The responsibility for finding a legal parking space rests with the vehicle operator. **Lack of space is not considered a valid excuse for violation of parking regulations.** Students can park on either campus (east or west campus).

- D. Century College assumes no liability for care of, damage to, and/or protection of any vehicle or its contents at anytime while it is operated on or parked on the campus property. All vehicles should be locked when left unattended and all valuables put in the trunk.
- E. Drivers shall observe the college traffic and parking regulations and drive safely, giving pedestrians the right of way at all times.
- F. Century College reserves the right to ticket, immobilize, and/or tow any vehicle at the owner's expense in violation of established parking regulations.

Permits and Violation Fees

- A. Handicapped Parking: Each Campus parking lot has designated handicapped parking stalls available. All vehicles parked in a handicapped stall must display a valid handicapped permit or license plate. Violations of handicapped parking are strictly enforced and may result in a fine of up to \$200. The College has been authorized to issue temporary handicapped permits that will be honored by the White Bear Lake Police Department and the Washington County Sheriffs Department only in campus lots. This permit is available in the Access Office (West Campus) and the Learning Skills Center (East Campus). Documentation of disability is required.

- B. Visitor Permits: Visitor parking permits are available at the information booth located inside the main entrance of the *west campus* and are valid only when properly completed and signed by the issuing office. Visitor permits are valid only in the visitor area and are not valid in carpool, handicapped or other restricted spaces. Tickets are issued to cars parked in this area without a permit. *East campus* visitor parking is available without a permit in front of the main entrance--visitors check in at the switchboard inside the main entrance and receive a token to exit the parking area.
- C. Car Pool Permits: Car pool permits are obtained by completing an application at the office of the Student Affairs Secretary, west campus. Students/staff with permits can park in designated car pool spaces on both campuses. Tickets are issued to cars parked in these areas without a permit.
- D. Lot Information: Parking regulations are enforced by Campus Security Officers Mondays - Thursdays, 6:30 a.m. - 7 p.m., and Fridays, 6:30 a.m. - 5 p.m. No overnight parking is allowed (special allowances may be made for groups or persons whose classes require overnight parking; these arrangements can be made with the Campus Security Officers).
- E. Parking Violations: Century College is authorized to enforce parking regulations on campus by state statute. Parking citations will cost the violator a \$10 - \$20 fee with the exception of handicapped parking, where the fine may be as high as \$200. The following are examples of campus violations for which citations may be issued:
- Parking over white line \$10
 - No Parking Zone \$10
 - Parking on grass \$10
 - Parking on yellow curb \$10
 - Parking in fire lane \$20
 - Parking on sidewalk \$10
 - Blocking driveway \$10
 - Permit not displayed \$10 (Handicapped, visitor, car pool)
- F. Parking on campus is a privilege, not a right. The privilege may be revoked for continued or gross violations of parking regulations. The College may hold records and transcripts, delay registration, or immobilize the vehicle of the violator for repeated violations, paid or unpaid. Any vehicle ticketed for a violation will have the fine charged to the registered owner or driver, regardless of who was operating the vehicle. Generally vehicles are subject to immobilization if any of the following exist:
1. Illegal parking/blocking
 2. Three or more citations, paid or unpaid
 3. Not moving a vehicle during snow removal, overnight parking, etc.
- It is a violation of state law to tamper with or remove an immobilization device. Violators will be prosecuted to the fullest extent of the law.
- G. Parking Appeals: Appeals can be made to Campus Security Officers or their supervisor, Associate Vice President of Administrative Services and Information Technology.
- H. Emergency Situations: In the event of a vehicle breakdown, flat tires or severe weather situations, contact the Campus Security Office. In order to obtain short term exceptions to parking regulations, individuals must contact the Campus Security Office immediately. However, the Campus Security Office cannot authorized a vehicle to remain illegally parked in handicapped stalls, blocking traffic, fire lanes, etc.

References:

Date Proposed:

Date Approved: 5/29/97

Date Implemented:

Date Revised: 7/1/98