



502 POLICY - Campus Security

502.1 Statement of Policy

Redlands Community College seeks to preserve a secure campus environment and charges the President, as chief executive officer, with overall responsibility for taking such action as is necessary to implement appropriate security measures. The College shall comply with the requirements of the Crime Awareness and Campus Security Act [20 U.S.C.S. § 1092 (f)] and the Higher Education Opportunity Act of 2008, [H.R. 4137, HEOA] which includes the development and implementation of procedures for reporting crimes, fires and other emergencies on campus, for maintaining the security of campus facilities, for preserving working relationships with law enforcement agencies, and for publication of security and fire reports.

For purposes of this policy, the term “campus” includes any building or property owned by or controlled by the College and used by the College in direct support of, or related to, its educational purposes. As required by HEOA 2008, separate policies and related procedures govern matters pertaining to Missing Student and Timely Warning.

502.2 Campus Security Personnel

Campus security personnel shall be primarily responsible for campus security. All College personnel shall cooperate with campus security, the El Reno Police Department, the Canadian County Sheriff’s Department, and other law enforcement agencies in reporting criminal activity or other emergencies on campus and in assisting with investigations of the same.

The administrator in charge of campus security shall develop and implement appropriate campus security procedures. With the approval of the President, written agreements governing the working relationship between any campus security force and law enforcement agencies shall be entered into by the administrator in charge of the campus security force.

502.3 Reports of Criminal Actions or Other Emergencies

Anyone who feels their life or the life of anyone else is in imminent danger should contact 911 for immediate help. If the danger is of a non-imminent nature, reports of criminal actions or other emergencies on campus shall be made to campus security



personnel. Persons requiring security assistance after normal business hours should call the College security telephone number and security personnel will be dispatched in response. Guidelines for reporting criminal actions or other emergencies are published in the Safety and Security Preparedness Guide and in the Procedures section of the Policies and Procedures Manual. The contact information for campus security is listed in the Procedure section of 502.3:1.

Campus security personnel shall assist with reporting criminal actions or other emergencies on campus to appropriate law enforcement agencies. Any person with knowledge of criminal actions or other emergencies on campus should report the same to appropriate law enforcement agencies if campus security personnel are not available.

Reports shall be made to the campus community on the following crimes that are reported to campus security personnel or to law enforcement agencies and are considered to be a threat to students or employees: murder, sex offenses (forcible or non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, and gender-based violence. Such reports shall be provided to students and employees in a manner that is timely and that will aid in the prevention of similar occurrences.

502.4 Annual Security Report (ASR)

In compliance with the Crime Awareness and Campus Security Act, statistical data from appropriate law enforcement agencies will be obtained, and an annual security report (ASR) will be prepared reflecting the last three calendar years occurrences on campus of the following criminal offenses which were reported to campus security personnel and/or to law enforcement agencies: murder, sex offenses (forcible or non-forcible), robbery, aggravated assault, burglary, and motor vehicle theft.

The ASR will include such additional information as is required by the Crime Awareness and Campus Security Act, including but not limited to, various policy statements and statistics showing the number of arrests for the following crimes: liquor law violations, drug abuse violations, and illegal possession of weapons.

The ASR will also include additional information regarding hate crimes and gender-based violence, as is required by the Crime Awareness and Campus Security Act and the Violence Against Women Act. A hate crime is a crime committed because of the victim's sex, race, color, religion, national origin, age, disability, or sexual orientation. Hate crimes include: graffiti, verbal intimidation or threats, hate mail including email, property damage, harassment, trespassing and stalking, physical assaults and threats of violence, arson, attacks with weapons, and vandalism. Gender-based violence is defined as domestic violence, dating violence, sexual assault, and stalking.



The ASR also includes the annual Campus Fire Report with the statistical data for any fires in on-campus student housing and includes descriptions of fire protection systems and fire prevention activities in on-campus student housing.

The ASR discloses crime and fire statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities that are broken down geographically into “on campus,” “residential facilities for students on campus,” “non-campus buildings,” and “public property,” such as streets and sidewalks.

The ASR shall be published on the College’s Internet web site and shall be available in print or .PDF format for distribution to all current students and employees and to all prospective students and employees who request the same.

502.5 Security of Facilities

The administrator in charge of campus security shall establish procedures for maintaining the security of campus facilities. Such procedures may include establishing periods of time during which access to various facilities will not be allowed, restricting access during designated periods to authorized personnel only, requiring written identification of persons seeking access, restricting distribution of keys and security codes, requiring parking decals for vehicles parked on campus, establishing traffic and parking regulations, monitoring all campus facilities, establishing other appropriate security measures, and enforcing all such security measures and procedures. Enforcement of traffic and parking regulations may include the imposition of fines. Guidelines for facilities security are published in the Procedures section of the Policies and Procedures Manual.

502.6 Crime Awareness

The College cannot ensure the complete safety of all persons on campus and cannot prevent all criminal actions. Persons on campus are expected to use good judgment and to take reasonable precautions to avoid potentially dangerous situations. Such precautions include walking in lighted areas at night, walking with another person when possible, avoiding secluded or isolated areas, parking close to campus buildings, locking cars, securing personal belongings, and remaining aware of the immediate surroundings.

Information regarding campus security is included in the College Safety and Security Preparedness Guide. Information relevant to security issues and the prevention of crime



will be disseminated by the Office of Student Services periodically through distribution of appropriate written materials, public information displays, and presentations.

502.7 Violations

Students who violate any local, state, or federal law on campus, in a vehicle owned by the College, or at any College sponsored activity are subject to prosecution by local, state, and federal officials and are subject to discipline under the College Student Conduct Code. Violations of security policies or procedures may also lead to disciplinary action pursuant to the Student Conduct Code.

College employees who violate any local, state, or federal law on campus, in a vehicle owned by the College, or at any College sponsored activity are subject to prosecution by local, state, and federal officials and are subject to suspension, demotion, or termination pursuant to the College Personnel Policies.

502.8 Medical Emergencies

Redlands Community College does not maintain an emergency medical response team. Persons who require emergency medical assistance on campus should dial 911 from a campus telephone, which also sends a message to selected campus officials to facilitate a quicker emergency response. If calling from a mobile phone or an off-campus phone, dial 911 then call campus security at (405) 422- 6200 to facilitate a quicker emergency response. Guidelines for medical emergencies are published in the College's Safety and Security Preparedness Guide.

502.9 Disciplinary Proceedings Inquiries

Pursuant to federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators.



502.10 Crime and Fire Logs

Pursuant to federal law, the College is required to maintain a Crime Log and a Fire Log. These logs shall be made available to all current students and employees and to all prospective students and employees who request the same.

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502 PROCEDURE - Campus Security

502.3:1 Campus Security Procedures

Campus Security is available 24 hours a day, 7 days a week at (405) 422-6200.

- A. If an emergency occurs, call 911 from a campus telephone, which also sends a message to selected campus officials to facilitate a quicker emergency response. If calling from a mobile phone or an off-campus phone, dial 911 then call campus security at (405) 422-6200 to facilitate a quicker emergency response.
- B. If a family member needs to contact an evening employee in case of emergency after the switchboard has closed, they should call Campus Security at (405) 422-6200, who will then give the employee the message. The family member must be able to give Campus Security the evening employee's name and the building and room where the employee is teaching or working.
- C. Evening instructors should inform their evening students that if they have a problem and need Security, they should notify any instructor so that instructor can contact Campus Security.
- D. When planning to be on campus after normal business hours, including week-ends and holidays, employees should contact the Campus Security so the employee can be checked on as part of Campus Security's rounds.
- E. Employees who do not feel comfortable walking to their vehicle alone can contact Security for an escort.
- F. Persons on campus after normal working hours should use safe practices just as they would at any other location, i.e., park under the lights in the parking lot, etc.
- G. Persons on campus or in the community that want to report incidents can go to <https://www.redlandsc.edu/safety/index.php> and click on the Referral and Reporting Form tab to access methods for contacting the appropriate campus personnel. Students, faculty, staff and other persons are encouraged to report concerning behavior that appears to disrupt our shared learning environment. Reports made here are for non-emergency incidents only.

502.4:1 Annual Security Report (ASR)

All current and prospective students and employees, as well as the general public, are encouraged to review the ASR when it is released by October 1 of each year. The most recent ASR will be posted on the Campus Safety and Security page of the Redlands



Community College website at <https://www.redlandsccl.edu/safety/index.php> under the link for Annual Security and Fire Safety Report. For those who wish to receive a PDF of the ASR electronically or who wish to receive a paper copy of the ASR should email the Office of Institutional Research and Effectiveness at research@redlandsccl.edu or call the office at (405) 422-1206. Please include as many specific details about your request in the email or phone call.

502.4:2 Hate Crimes

Hate crimes and incidents can take place anywhere: in your home, in the street, in your workplace, in school, via social media, by email, text or telephone. Being a victim of a hate crime can be emotionally shattering and physically damaging, and may leave you feeling isolated. Your priority should be taking care of yourself.

- Make sure you are in a physically safe place.
- Seek medical attention when necessary.
- Report emergencies to 911 or campus security as recommended in 502.3:1 Campus Security Procedures.

502.5:2 Employee Identification (ID) Badge Procedures

Redlands Community College is committed to providing a safe work environment for all employees, students, and community members that we serve. To facilitate this commitment:

- A. Each employee of Redlands Community College is required to wear an identification badge at all times while present on Redlands Community College property and/or while acting in an official Redlands Community College function off campus. This applies to full time, part time, and adjunct employees.
- B. Employee IDs are issued in the Admissions and Advising office and are free to employees. It is the employee's responsibility to obtain their ID within the first week of employment.

Based upon employee and student roles and responsibilities, certain employees and students will be issued a proximity ID card that also functions as a proximity card door key. An employee's supervisor will be the one to notify the employee and the Admissions and Advising office which employees are authorized to have a proximity card ID and door key. The notification should include the employee's name, title, and door(s) to which the employee is to have a proximity card door key.



Supervisors or student organization sponsors/coaches should email the student and the Admissions and Advising office similarly: the student's name, title or student organization role, and door(s) to which the student employee or student organization member should have access.

- C. The identification badge must be worn on the employee's clothing or around their neck with a lanyard. The ID must be clearly visible at all times. Redlands will provide lanyards and/or badge clips. Employees can also choose to wear their own lanyard. No pins, stickers, or markings are allowed to be displayed on the ID badges.
- D. If an ID is lost or stolen, please report it to your supervisor and obtain a new ID from Admissions and Advising.
- E. Upon separation from the college (retirement, resignation, termination), employees must return their ID to Human Resources.
- F. Employees must present their ID to security in the event they need to access their office after hours and the exterior doors are locked.
- G. If employees do not wear their ID as described, they will be given one verbal warning. Any additional occurrences may result in a formal write-up that will be placed in their personnel file.

502.5:3 Locking Classroom Doors

Faculty may lock their classrooms as a security measure after the first five minutes of the class start time, if the door-locking mechanism functions without the use of a key.

If faculty choose to lock their classroom doors, they must request a room with a door-locking mechanism that does not need a key. Requests should be made through the Department Head when staffing assignments are released.

Faculty must also include the following language in the initial course syllabus under Course Specific Policies:

"Five* minutes after the beginning of our class, our door will be locked for the remainder of the class session. If you have extenuating circumstances that may require frequent exits for restroom breaks, please communicate with the instructor."

**Faculty may define the time so long as it is not less than five minutes after the start of the class.*



It is then up to faculty discretion as to how to further deal with late arrivals. However, those procedures must accompany the above statement in the course syllabus and be communicated very clearly to the students.

In addition, in an abundance of caution, faculty who choose to institute a locked-door policy in their classrooms must notify via email Campus Security and Administration before the start of the semester with the room number and meeting days/times. If a change is instituted mid-semester, then notification will need to follow the above procedure and an addendum to the course syllabus must be posted for the students.

Before leaving the classroom at the end of the class session, faculty must ensure the door is unlocked for the next faculty/students to enter. Repeated failure to unlock the door after class is dismissed could affect future privileges with regard to locking classroom doors.

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