

## **RESOLUTION F07-18**

### **APPROVAL TO RESCIND SELECTED DEPARTMENT OF PUBLIC SAFETY POLICIES AND CONSOLIDATE INTO A SINGLE POLICY**

WHEREAS, a review of Department of Public Safety policies revealed that existing policies are closely related and their consolidation into a single policy provides for more effective administration; and

WHEREAS, the following policies are recommended to be rescinded and the content consolidated into a single policy, along with applicable procedures;

- 4.80 Security Officers – Recruitment, Selection & Appointment (1/15/2010)
- 4.81 Security – Probationary Period (1/15/2010)
- 4.84 Security – Performance Management (5/14/2010)
- 4.85 Security – Corrective Action (5/14/2010)
- 4.86 Security – Wages (1/14/2011)
- 4.89 Security – Reduction in Force (1/15/2010)

THEREFORE, BE IT RESOLVED that the Shawnee State University Board of Trustees hereby approves rescinding the above-listed policies and adopts the revised, consolidated policy retitled Policy 4.79Rev, Department of Public Safety, Employment Status and Other Employment actions, effective immediately.

(August 24, 2018)

# Shawnee State University

POLICY TITLE:	DEPARTMENT OF PUBLIC SAFETY/ EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS
POLICY NO. :	4.79REV
ADMIN CODE:	3362-4-59
PAGE NO.:	1 OF 4
EFFECTIVE DATE:	08/24/2018
NEXT REVIEW DATE:	08/2021
RESPONSIBLE OFFICER(S):	VPF&A, DIRECTOR, PUBLIC SAFETY
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 Purpose

The purpose of this policy is to establish measures and expectations for a safe and secure campus environment embracing the concept of community policing, increase awareness of safety and security issues, assure the enforcement of university rules and laws for the preservation of good order, and to prevent the disruption of the educational and business functions of the university.

A secure and safe environment is a shared responsibility between the Department of Public Safety and all stakeholders within the community. The university provides programs, systems, and processes that promote the safety and security of students, faculty, staff and visitors while balancing the need to maintain a quality, convenient, and affordable higher education environment.

## 2.0 Establishment of the Department of Public Safety (DPS)

2.1 The Department of Public Safety is established by resolution of the Board of Trustees (Resolution F29-08) and in compliance with O.R.C. 3345.21.

2.1.1 In accordance with O.R.C. 3345.21, the Shawnee State University Board of Trustees extends its authority to the President for the purpose of directing the adoption, implementation, approval, and ongoing review and revision of policies and procedures required to administer the operation of DPS.

2.1.2 Employees in the Department of Public Safety shall include, but not be limited to, Security Sergeants, Security Officers, Police Officers and Police Sergeants. These groups of employees may be referred to collectively in this policy as “officers.”

### 3.0 Roles of Public Safety Officers

#### 3.1 Police Officer

3.1.1 Police Officers are appointed by the University as state university law enforcement officers to provide police services to the University. Officers properly appointed under section 3345.04, Ohio Revised Code, are peace officers for the University and have power to arrest and detain, investigate offenses, and provide such other services as provided by law. Such officers shall have the powers provided for in Chapter 2935, Ohio Revised Code.

#### 3.2 Security Officer

3.2.1 Security officers are sworn peace officers who report violations of the laws of the state to police officers having jurisdiction. Security officers are charged with protecting the peace, reporting violations of law, and crime prevention. Security officers are to be proactive, observe, report, document, and assist when needed, focus on assuring that a safe and secure environment is established on University owned properties, and make professional observations that determine the proper course of action that is required, such as calling EMS, etc.

#### 3.3 Public Safety Officer Appointments

3.3.1 No person shall be appointed, selected, or promoted as an Officer at Shawnee State University in any manner or by any means other than those prescribed in the rules herein. Intermittent or temporary appointments are unclassified positions.

3.3.2 Procedures for the recruitment, selection, and appointment of security officer or security sergeant are found in DPS SOP 4.79.2 & DPS SOP 4.79.3. (insert link)

#### 3.4 Equal Employment Opportunity

The university adheres to state and federal laws regarding the equal opportunity for employment regardless of race, color, religion, sex, sexual orientation, gender identity, age (law enforcement exception ORC 124.41), natural origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, termination, discipline, performance evaluations, and interviews.

#### 4.0 Performance Evaluations and Probationary Period

- 4.1 Security Officer and Security Sergeant appointments shall serve a 180-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.
- 4.2 Police Officer and Police Sergeant appointments shall serve a 365-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.
- 4.3 The successful completion of the new-hire probationary period requires a performance evaluation of “meets basic expectations,” for continued employment.
- 4.4 Annual performance evaluation – upon completion of the new-hire probationary evaluation, performance evaluations are completed at least annually or on a periodic basis as determined by the supervisor.
- 4.5 Performance Improvement Plan (PIP) – a written performance improvement plan (PIP) may be initiated by the supervisor at any time in which the public safety officer is not demonstrating satisfactory performance based on the assigned responsibilities and/or established objectives. (insert link)

#### 5.0 STANDARDS AND RULES OF CONDUCT

In addition to compliance with applicable university policies, public safety officers shall conduct themselves in accordance with departmental standard operating procedures (SOPs) including the standards and rules of conduct set forth in SOP No. 2.5.

#### 6.0 CORRECTIVE ACTION

- 6.1 The corrective action process may be initiated but is not limited to the following reasons:
  - 6.1.1 Incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, students and staff, neglect of duty, unsatisfactory job performance, conviction of a felony, falsification of official documents or violations of the DPS Standards and Rules of Conduct found in SOP No. 2.5 (not an exhaustive list).

6.1.2 Violation of an official regulation or failure to obey reasonable directions given by a supervisor when such violation or failure to obey amounts to insubordination or a serious breach of University policies and/or work rules or puts the University and/or its employees or students at serious risk.

6.1.3 Conviction of an offense involving moral turpitude.

6.1.4 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees or other persons.

6.2 Serious infractions may necessitate that corrective actions start at any level in the process, as outlined in DPS SOP 4.79.4.

## 7.0 CLASSIFICATION / COMPENSATION

7.1 Shawnee State University desires a competitive and equitable compensation system that will attract and retain qualified police and security personnel. To that end, the Director of Human Resources or delegate is responsible for managing the structure of the police and security compensation system(s) and for reviewing the applicable structure relative to the appropriate market, including:

7.1.1 Assessment of position responsibilities, placement within the University's compensation structure relying upon market benchmarking methodology, and consideration of internal equity for comparable responsibilities.

7.2 The allocation of an approved budgeting salary pool is at the discretion of the University President who may allocate all, a portion, or none of the salary pool. The salary allocation may be applied evenly to all DPS employees (across-the-board) or to individual employees based on factors such as, but not limited to, market benchmarking, internal equity analyses, and/or performance.

7.3 The evaluation and placement of officer positions within the compensation structure will follow DPS SOP 4.79.4 to ensure the effective administration of any salary adjustments, special duty pay, and/or shift differential payments.

## 8.0 REDUCTION IN FORCE

In the event of a reduction in force, the procedures set forth in SOP No. 4.79.6 Reduction in Force shall be followed.

History Effective: 09/10/10; Policies 4.80, 4.81, 4.84, 4.85, 4.86 and 4.89 converted to procedures

Revised: 8/24/2018