

2023

SECTION H SAFETY AND SECURITY



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BLACKHAWK TECHNICAL COLLEGE SECTION H – SAFETY AND SECURITY POLICY

H-100 – CAMPUS SAFETY AND VIOLENCE PREVENTION

Authority	Vice President of Finance and College Operations/CFO
Effective Date	July 14, 2008
Revision Date(s)	October 26, 2022; May 22, 2018; August 20, 2014; September 21, 2011; February 17, 2010
Reviewed Date(s)	
Related Forms	Behavior Intervention Team/BIT Report Form
Related Policies and/or Procedures	C-370 – Employee Code of Ethics H-200 – Reporting of Crimes H-210 – Sexual and Other Assaults on Campus J-850 – Student Code of Conduct
In Compliance With	Annual Security Report Blackhawk Technical College Catalog Blackhawk Technical College Employee Handbook Emergency Response [Waterfall] Plan

The College is dedicated to maintaining an environment that supports academic excellence, independent thought, and cultural collaboration. Inherent to this commitment is the belief that a safe environment wherein all members feel secure, welcome, and respected is the foundation upon which a learning community can best achieve its ideals. The Office of Safety and Security was created as a cornerstone of this foundation by providing security and service to the College community in a professional and responsive manner. This Office shall maintain the campus safety plan and ensure the plan is posted or otherwise made available to the campus community. Safety and Security employees are authorized to enforce the Student Code of Conduct, college policies, and college procedures.

The Office of Safety and Security prepares and annually updates a report of all occurrences reported to campus security personnel of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the College community.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics if known.

The College is committed to providing a safe and healthy environment free from intimidation, threats, or acts of violence. The College will not tolerate threats or acts of violence directed toward others. Violence is defined to include but is not limited to, physical assault, aggressive behavior (either physical or verbal), intentional destruction of the College's property, intimidation through verbalized or implied threats, fighting on or off the College's premises during work time (regardless of who instigates the altercation), or destruction of another's property on the College's property or while on college business. Any reported threats or acts of violence will be investigated and will be grounds for corrective action, up to and including immediate

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termination/expulsion. Violence prevention activities may include ensuring appropriate safeguards are in place for people and property, communication, and enforcement of the policy regarding violent and inappropriate behavior, creation of a workplace/campus environment that is perceived to be fair and free of violence, and support of employees and students by making them aware of available resources to assist them in dealing with problems in their daily lives.

BEHAVIORAL INTERVENTION TEAM

The Behavioral Intervention Team (BIT) is a cross-functional team of college professionals that serves as a central network focused on prevention and early intervention in college situations involving persons showing signs of serious distress or engaging in harmful or disruptive behaviors. The Team will develop strategies for, and provide referrals or consultations to, college resources when concerns arise about a person's well-being or when there is behavior that seems potentially harmful to self and/or others or may be disruptive or threatening. This Team will regularly assess situations in the College community, monitor students for an appropriate period of time, and will recommend actions in accordance with existing college policies.

The Team is required to thoroughly scrutinize the facts of each report to assure that a false claim has not been made. It is preferred that persons making reports do so as a 'known witness' to eliminate the necessity of validating information which will slow the process.

BIT REPORTING

Reports should be made to the Executive Director of Student Services or through the online intervention reporting system: (<https://www.blackhawk.edu/About/Safety-Security/Behavior-Intervention-Team/BIT-Report-Form>).

See **Policy H-200 – Reporting of Crimes** for reporting crimes, threats, or other concerning behavior.

CONFIDENTIALITY

All proceedings, recommendations, and actions taken by the Behavioral Intervention Team will follow all applicable laws and requirements as they relate to student or employee confidentiality. Releases of information to outside agencies will require a signed release from the persons involved or the necessary legal documents required for the release of information.



BLACKHAWK TECHNICAL COLLEGE SECTION H – SAFETY AND SECURITY POLICY

H-110 – CAMPUS SECURITY

Authority	Vice President of Finance and College Operations/CFO
Effective Date	November 20, 2019
Revision Date(s)	October 5, 2022
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The College is committed to providing a safe learning environment for our students, faculty, and staff. The Office of Campus Security exists to promote and support this commitment. Campus security utilizes multiple levels of staffing to accomplish its mission.

Student Guard: A BTC student enrolled in criminal justice or corrections program who works under the direction of a security officer and provides basic security services (door lock/unlock, patrols, disabled vehicle assistance, basic life support, etc.).

Security Officer: An individual, experienced in public safety or criminal justice, employed by the College to provide general security duties, assist with district-wide safety initiatives, and coordinate programs to proactively reduce/suppress crime.

Armed Security Officer: An individual, experienced in public safety or criminal justice who meets the qualification for arming, employed by the College to provide general security duties, assist with college-wide safety initiatives, coordinate programs to proactively reduce/suppress crime, and engage with an active threat to reduce harm to the College community.

A Security Officer must meet one (1) of the following qualifications in order to serve as an Armed Security Officer:

- Is a qualified active law enforcement officer that has sworn authority as defined by the State of Wisconsin Department of Justice, Training and Standards Bureau, or the federal Uniform Code of Military Justice.
- Is a “qualified retired law enforcement officer” who is supported by their home department to meet the requirements under the Federal Standard of HR218 the “Law Enforcement Officers Safety Act.”
- Is a certified and credentialed firearms instructor under the State of Wisconsin, Law Enforcement Standards Board (LESB).

The College will comply with all local, state, and federal laws concerning weapons and/or potentially dangerous devices.

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The College will provide security officers with the appropriate equipment necessary to perform their duties. Security officers will deploy the “use of force continuum” as defined in the department’s operational regulation.

The Director of Campus Safety, Security, and Risk Management is responsible for the development, implementation, and maintenance of department regulations regarding officer training in the use of force and firearms and ensuring officer compliance with these regulations.



BLACKHAWK TECHNICAL COLLEGE SECTION H – SAFETY AND SECURITY POLICY

H-130 – CAMPUS ACCESS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	July 15, 1975
Revision Date(s)	October 5, 2022; June 19, 2018; December 3, 2015; August 20, 2014; October 19, 2005; February 21, 2001; August 31, 1982
Reviewed Date(s)	January 20, 2010; June 20, 2007
Related Forms	H-130F – Facilities/Door Access Form
Related Policies and/or Procedures	
In Compliance With	34 Code of Federal Regulations Part 668.46(b)(3)

The College shall establish procedures for security and access to college facilities. The procedures shall ensure appropriate access to secured buildings and rooms for the personal safety of all members of the College community; to protect the physical assets of the College; and to facilitate timely access in case of emergency. Keys and key fobs will be restricted to individuals who have a legitimate business requirement for access to secured college facilities. Acceptance of a key or key fob from the College obligates a person to comply with this Policy.



BLACKHAWK TECHNICAL COLLEGE SECTION H – SAFETY AND SECURITY PROCEDURE

H-130.1 – CAMPUS ACCESS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	October 5, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	H-130F Facilities/Door Access Form
Related Policies and/or Procedures	
In Compliance With	34 Code of Federal Regulations Part 668.46(b)(3)

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key or key fob, if issued, or by admittance via Campus Safety and Security. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Certain college buildings are secured by an electronic Door Access Control System. Access to those buildings is granted through an official process which is administered by Campus Safety and Security, and Facilities. Persons having a valid reason to enter college buildings when they are locked will be granted access in compliance with this policy.

Access to areas with higher security protection levels (labs, firing range, etc.) requires approval from the department that controls the space.

Clearance authorization granting access to all doors is intended solely for those personnel who must access numerous rooms for the purpose of their employment. The following roles will be granted access if a need is demonstrated:

- The Office of Campus Safety and Security.
- Facility and custodian employees.
- Other individuals are approved by the Vice President of Finance and College Operations/CFO.

This clearance must be reviewed on an annual basis.

- Department supervisors are responsible for notifying the Office of Campus Safety and Security when an employee separates and/or no longer requires a certain level of access. Department supervisors will collect keys and fobs from separated employees and return them to the Office of Safety and Security.

ELECTRONIC ACCESS DEVICE INSTALLATION GUIDELINES

Exterior Doors

Access control devices and readers will be considered for installation on entrances where there

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is a demonstrated need for direct after-hour access and/or a demonstrated need for direct access for a business need.

Interior Doors

Interior door access systems (access control device and reader) will be considered for installation in sensitive, high-risk, or high-value areas of the College where there is a demonstrated need for any of the following:

- Granular control of access privileges.
- Restricting and monitoring access.
- Auditing and tracking access.

Requests for electronic door access installations not fitting the above criteria, such as areas of low risk and high frequency, may be submitted to the Office of Safety and Security for consideration. A decision will be made in consultation with the Director of Facilities and Vice President of Finance and College Operations/CFO.

MECHANICAL KEYS

- The use of a mechanical key, rather than a fob on an electronically controlled access point, produces a “forced entry” alarm and creates a nuisance alarm for monitoring purposes. Consequently, once a building is electronically secured and has passed the transition phase, the key core on all doors will be replaced by a new core to guarantee that existing keys will no longer be used. The backup mechanical key will be maintained by the Office of Campus Safety and Security and the Facilities Department as a precaution in the event of an extended outage due to a power or panel failure.
- Keys to interior classrooms, offices, and shops will be issued through the appropriate Dean or Supervisor.
- Staff members shall sign a receipt for the keys received.
- All keys are the property of the College and shall be returned at the end of employment or upon request. Failure to return keys may result in a keyholder being charged for the costs of rekeying locks and reestablishing security.
- Keyholders shall take measures to protect and safeguard any college keys issued to them.
- The notification shall be made immediately in writing to Security and Facilities of any misplaced or lost keys. The College may impose a fee for the replacement of lost or misplaced keys.
- Keys are not to be loaned to anyone, including other staff or students.
- Keyholders shall not use their keys to grant access to unauthorized persons.
- Duplicate keys to all lockers, cabinets, and equipment shall be kept by the appropriate Dean or supervisor.
- Unauthorized duplication of any keys shall be cause for disciplinary action.

SECURITY

- Security features of the Door Access Control System cannot be disarmed without the approval of the Director of Campus Safety, Security, and Risk Management.
- Building interior spaces equipped with fob access controllers must be locked at all times when not in use. Requests for exceptions must be approved in writing by the Director of Campus Safety, Security, and Risk Management.

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- Disabling or propping open exterior doors provides a threat to personal safety and a risk to property and is against college policy unless approval is given by the Director of Facilities or the Director of Campus Safety, Security, and Risk Management for a legitimate purpose.
- Loaner fobs are generic carrying a specific access clearance, but not associated with a specific individual. Departments requesting 'Loaner Fobs' must provide for their strict control. In addition, regular reconciliations of the fobs must be performed to ensure that the whereabouts of the fob are known. Loaner Fobs will expire at a pre-determined date and time.
- Fob holders shall take measures to protect and safeguard any college fob issued to them. Fobs are non-transferable and should not be given to anyone else to use. It is the responsibility of every fob owner to report lost or stolen fobs immediately to Security. The College reserves the right to impose a charge for replacing a lost or stolen fob.
- Anyone possessing or using a fob or loaner fob without authorization will be subject to disciplinary action up to discharge from the College, and/or criminal charges where appropriate.
- Unauthorized access to any college building or room is strictly prohibited. Admitting unauthorized access is also prohibited.
- Damaging, tampering, altering, or vandalizing any college lock is prohibited.
- All keys and fobs are the property of the College and shall be returned at the end of employment or upon request. Failure to return keys and/or fobs may result in charges for the cost of reestablishing security.

GENERAL PROCEDURES

- Department Supervisors will be responsible for working with Security and Facilities to assign and design fob access, which serves the needs of the department and conforms to the scope of this policy.
- Security and Facilities are responsible for programming the fobs for clearance and special events, as well as issuing clearances in accordance with the policy and procedures defined in this policy. Security and Facilities will only respond to exterior Door Access Control requests approved by Executive Leadership.
- Security and Facilities require that Department Supervisors provide the name and position title for authorized interior access.
- Supervisors requesting access for a special event will:
 - Make requests in writing using the approved Door Access Control Form (Intranet).
 - Requests may take up to 72 hours to be programmed during the work week, although an effort will be made to handle requests as soon as they are received.

PRIVACY

This describes the conditions and circumstances under which the College may use Door Access Control records. This Policy will be distributed to all cardholders to give them notice of all such potential uses.

The Controlled Access System records entry data such that it is possible to identify the times and dates that a fob has been used to enter certain buildings or rooms on campus.

The College reserves the right to access and review such data in accordance with this Policy.

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While employees do not have any expectation of privacy regarding the use of keys and key fobs and the Controlled Access System, in the interest of protecting the privacy of fob holders, access to Controlled Access data shall be restricted and such data shall be used only for the following legitimate purposes:

- To administer and evaluate the Door Controlled Access System.
- To investigate breaches of building security, serious violations of college policy, and crimes.
- To respond to security alerts and to address other emergencies.

College personnel authorized to access Controlled Access Data for these purposes are required to protect the confidentiality of such data. Moreover, except in emergencies, such personnel shall not use Controlled Access Data to investigate the whereabouts of a specific individual without the prior approval of the President/District Director.

In the event the College is served with a properly issued subpoena or court order compelling the disclosure of Controlled Access Data, the College will make reasonable efforts to give advance notice to the relevant fob owners provided that such notice is practicable and permitted under the law.

DEFINITIONS

Door Access Control System – Electronic device installed on a door allowing a user to open the door without operating the mechanical lock or using a mechanical key.

Door Position Switch (DPS) – Electronic component designed to monitor the state of the door (open, closed, ajar).

Key Fob – A key fob, more commonly called a fob, is a small security hardware device with built-in authentication used for door access control and secure access control to college buildings and rooms.

Readers – Electronic device designed to ‘read’ the access credentials of a fob to verify a user’s authorization to access a secured area.



BLACKHAWK TECHNICAL COLLEGE

SECTION H – SAFETY AND SECURITY

POLICY

H-150 – EMERGENCY PREPAREDNESS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	February 21, 2001
Revision Date(s)	October 5, 2022; June 19, 2018; September 21, 2011; June 15, 2005
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	34 Code of Federal Regulations Part 668.46(g) Homeland Security Act of 2002 Homeland Security Presidential Directive-5 National Fire Protection Association 1600 National Incident Management System (NIMS)

The College shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The College shall establish procedures to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), incorporating the functions and principles of the Incident Command System (ICS), Multiagency Coordination System (MCS) and Public Information Systems, the relevant state emergency management response plan, and any other relevant programs. The plan must incorporate NIMS and the state emergency management response plan to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and any state mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan.
- Completion of training sessions by college personnel in compliance with NIMS and state guidelines.
 - Training requirements vary based on job titles or assigned roles within the emergency plan.

The President/District Director should ensure that a team is created to carry out compliance with NIMS and applicable state mandates.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response, and recovery. The College must ensure that its plan is updated regularly.



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PROCEDURE

H-150.1 – EMERGENCY PREPAREDNESS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	October 5, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	34 Code of Federal Regulations Part 668.46(b)(13), (e), and (g) College Catalog Emergency Procedures Waterfall Guide Homeland Security Act of 2002 Homeland Security Presidential Directive-5 National Fire Protection Association 1600 Occupational Safety and Health Act of 1970 and 29 Code of Federal Regulations Parts 1910 et. seq

The College shall use the National Incident Management System (NIMS) as its standard, coordinated, and systematic method for incident management. The Director of Safety, Security, and Risk Management is responsible for ensuring the NIMS approach is incorporated into the College's preparedness practices to help the College community prepare for, respond to, recover from, and reduce the effects of incidents and potential incidents whether they are intentional, accidental, or natural.

In recognition that the College must be prepared to respond to an emergency situation when it occurs, the President/District Director will:

- Ensure senior leadership and staff members who have functional responsibilities associated with incident management are trained in the NIMS and their role as part of a Critical Incident Response.
- Routinely conduct an all-hazard exercise that is intended to improve overall college response and integration with local response agencies and emergency management.
- Develop and maintain an Emergency Response Plan (ERP) that outlines procedures that will assist staff in responding to emergency situations.
- Work closely with local emergency agencies in the development and revision of the ERP and keep them informed of the College's emergency response strategies.
- Communicate the ERP and any changes in procedures to college staff on an annual basis.
- Ensure that emergency procedures impacting students are placed in the College Catalog and/or BTC Student/Handbook/Calendar and presented annually at student orientation.
- Develop and maintain a plan for recovery and continuity of operations.

H-150.1 – EMERGENCY PREPAREDNESS

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

General information about the emergency response and evacuation procedures for the College is publicized each year as part of the College's Clery Act compliance efforts and that information is available on the Safety and Security page of the College's website.

All members of the campus community are notified on an annual basis that they are required to notify 911 and the College's Office of Safety and Security of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. College Security Officers have the responsibility of responding to and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, College Security Officers have a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the College that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the College will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The College will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include Safe Alerts to network emails and emergency text messages that can be sent to a phone; the public address system, emergency messages that scroll on digital display bars, and the College website. The College will post updates during a critical incident on the College website at blackhawk.edu. Students and employees are automatically enrolled in Safe Alerts with messaging to the network email account. To add text messaging to Safe Alerts, log in to myBTC and click Emergency Notices (Quick Links), then update notification preferences.

The College's Executive Director of Marketing and Communication will be responsible for the dissemination of emergency information to the larger community through media alerts.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the Office of Campus Safety and Security at least once per semester for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus Security Officers do not establish locations for evacuation in advance because those decisions are affected by the time of day,

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the location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Campus Security personnel and college staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the Office of Campus Safety and Security and college administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The College conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for the assessment and evaluation of emergency plans and capabilities. The Office of Safety and Security and college administration coordinate announced and unannounced evacuation drills at least once per semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the Director of Safety, Security, and Risk Management will document a description of the exercise, the date, time, and whether it was announced or unannounced. The College will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.



BLACKHAWK TECHNICAL COLLEGE

SECTION H – SAFETY AND SECURITY

POLICY

H-200 – REPORTING OF CRIMES

Authority	Vice President of Finance and College Operations/CFO
Effective Date	October 5, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-222 – Prohibition of Sexual Assault Under Title IX H-210 – Sexual and Other Assaults on Campus
In Compliance With	34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b) Annual Security Report Blackhawk Technical College Catalog Campus Security Act of 1990 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998

The College encourages prompt and accurate reporting of all crimes or suspicious behavior to local law enforcement, Campus Security, and/or college officials. The President/District Director shall ensure an annual Clery Act report is prepared of applicable crimes reported to campus security or local police agencies. This report will include applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.

The Clery Act crimes to be reported include:

- **Criminal Offenses:** Criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- **Hate Crimes:** Violence Against Women Act (VAWA) Offenses - incidents of domestic violence, dating violence, and stalking.
- **Arrests and Referral for Disciplinary Action:** For weapons, drug abuse violations, and liquor law violations.

The College shall annually inform all employees and students of the location for this electronic report and shall make a paper copy available upon request.



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SECTION H – SAFETY AND SECURITY

PROCEDURE

H-200.1 – REPORTING OF CRIMES

Authority	Vice President of Finance and College Operations/CFO
Effective Date	October 5, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-222 – Prohibition of Sexual Assault Under Title IX H-210 – Sexual and Other Assaults on Campus
In Compliance With	34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b) Annual Security Report Blackhawk Technical College Catalog Campus Security Act of 1990 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998

The College encourages prompt and accurate reporting of all crimes or suspicious behavior to local law enforcement, and the Office of Safety and Security or a Campus Security Authority (CSA). The Clery Act defines a crime as “reported” when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party, or even the offender.

CAMPUS SECURITY AUTHORITY

Campus Security Authorities as those individuals who have significant responsibility for student and campus activities. CSAs have been designated for all campus sites. A current list of positions identified as CSAs is provided in the Annual Security Report which is published on the College website.

CAMPUS SECURITY OFFICERS

Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Office of Safety and Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus when appropriate, and timely disclosure of crime statistics.

CONFIDENTIAL CRIME REPORTING PROCEDURES

The College does not have procedures for voluntary confidential reporting of crime statistics; therefore, professional, and pastoral counselors cannot notify their clients of that type of reporting option at BTC. Confidential reports of crime can be made to Crime Stoppers at 608-756-3636 for Rock County or 800-422-7643 for Green County.

H-200.1 – REPORTING OF CRIMES

LAW ENFORCEMENT

The Office of Safety and Security maintains a highly professional working relationship with local law enforcement agencies. Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Office of Safety and Security and local law enforcement agencies may communicate on the scene of incidents that occur in and around the campus area. When incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information, the Office of Safety and Security will work closely with local law enforcement agencies. There is a written memorandum of understanding between the Office of Safety and Security and several local law enforcement agencies.

RESPONSE TO A REPORT

Campus Security Authorities must immediately notify the Office of Safety and Security of a reported crime. Campus Security is on-duty during normal business hours at Central Campus. In response to a report, the Office of Safety and Security will take the required action, either dispatching an officer or asking the victim to report to the Office of Safety and Security to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All security reports involving students are forwarded to the Executive Director of Student Services for review and referral to the Office of Student Judicial Services for potential action, as appropriate. Security Officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Executive Director of Student Services if warranted. If assistance is required from local first responders, the Office of Safety and Security will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene will offer the victim a wide variety of services.



**BLACKHAWK TECHNICAL COLLEGE
SECTION H – SAFETY AND SECURITY
POLICY**

H-210 – SEXUAL AND OTHER ASSAULTS ON CAMPUS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	October 26, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-222 – Prohibition of Sexual Assault Under Title IX H-200 – Reporting of Crimes
In Compliance With	20 U.S. Code Section 1092 subdivision (f) 34 Code of Federal Regulations Part 668.46 subdivision (b)(11) Annual Security Report Blackhawk Technical College Catalog Blackhawk Technical College Employee Handbook Blackhawk Technical College Website

Any sexual assault or physical abuse, including, but not limited to rape as defined by State law, whether committed by an employee, student, or member of the public, that occurs on college property, is a violation of college policies and procedures and is subject to all applicable punishment, including criminal procedures, and employee or student discipline procedures consistent with State and federal law. Students, employees, and campus visitors who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The President/District Director shall establish procedures that ensure that students, employees, and campus visitors who are victims of sexual and other assaults receive appropriate information and treatment. The College will make educational information about preventing sexual violence widely available on campus.



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SECTION H – SAFETY AND SECURITY

PROCEDURE

H-210.1 – SEXUAL AND OTHER ASSAULTS ON CAMPUS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	October 26, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-222 – Prohibition of Sexual Assault Under Title IX H-200 – Reporting of Crimes J-850 – Student Code of Conduct
In Compliance With	20 U.S. Code Section 1092 subdivision (f) 34 Code of Federal Regulations Part 668.46 subdivision (b)(11) 42 U.S. Code Section 13925 subdivision (a) Blackhawk Technical College Employee Handbook

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, whether committed by an employee, student, or member of the public, occurring on college property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in the College’s facilities or at another location, or on an off-campus site or facility maintained by the College, or on grounds or facilities maintained by a student organization, is a violation of college policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

“Sexual assault,” “dating violence,” “domestic violence,” and “stalking” are defined in **Procedure E-222.1 – Prohibition of Sexual Assault under Title IX-Defining Sexual Harassment.**

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information.

All students, faculty members, or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on college property shall be provided with information regarding options and assistance available to them. Information shall be available from the College’s Title IX Coordinator, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Title IX Coordinator is authorized to release such information.

The Title IX Coordinator shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the College’s policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking.
- A list of personnel on campus who should be notified and procedures for such notification if the alleged victim consents.

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- Information about the importance of preserving evidence and the identification and location of witnesses.
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for providing or arranging them include:
 - Transportation to a hospital, if necessary.
 - Counseling by Care Center, or referral to a counseling center.
 - A list of other available campus resources or appropriate off-campus resources.
- The victim's option to:
 - Notify proper law enforcement authorities, including on-campus and local police.
 - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses.
 - Decline to notify such authorities.
- The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court.
- Information about how the College will protect the confidentiality of victims.
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A description of each of the following procedures:
 - Criminal prosecution.
 - Civil prosecution (i.e., lawsuit).
 - College disciplinary procedures, both student and employee.
 - Modification of class schedules.
 - Tutoring, if necessary.

The College will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in **Procedure E222.2 – Responding to Harassment Based on Sex under Title IX**, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on college property shall be kept informed, through the Title IX Coordinator of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence unless the alleged assailant has waived rights to confidentiality consistent with State and federal law.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the College's student conduct policy at or near the time of the incident unless the College determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

The College shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on college property, as defined

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above, in confidence consistent with State and federal law, unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on college property shall be referred to the College's Executive Director of Marketing and Communications, who shall work with legal counsel to assure that all confidentiality rights are maintained consistent with State and federal law.

Additionally, the Annual Security Report will include a statement regarding the College's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any college proceeding arising from such a report.

The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking.
- Procedures to follow if domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported.
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities.
- Information about how the College will protect the confidentiality of victims.
- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims.
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- Procedures for campus disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking including a clear statement that:
 - Such proceedings shall provide a prompt, fair, and impartial resolution.
 - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from alleged domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act (FERPA). For the purposes of this paragraph, the outcome of a disciplinary

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proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.

- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

EDUCATION AND PREVENTION INFORMATION

The Title IX Coordinator or designee shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations and shall include the College's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness-raising campaigns, primary prevention, bystander intervention, and risk reduction.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault, and stalking.



BLACKHAWK TECHNICAL COLLEGE

SECTION H – SAFETY AND SECURITY

POLICY

H-220 – COOPERATION WITH LAW ENFORCEMENT AGENCIES

Authority	Vice President of Finance and College Operations/CFO
Effective Date	May 15, 2002
Revision Date(s)	October 5, 2022; January 31, 2017; May 8, 2015; October 27, 2010; April 16, 2008; January 18, 2006
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-210 – Public Records Law (Public's Right to Know) J-300 – Education Records, Directory Information, and Privacy
In Compliance With	

College staff will cooperate with law enforcement agencies in the official performance of their duties.

Unless there is no other practical alternative to reaching the person, law enforcement officials needing to make contact with a student or staff member, while the person is on campus, will be permitted to make contact provided there is no disruption to educational activities. If a law enforcement official seeks to contact a person on campus, they shall first contact the Office of Safety and Security who will check the law enforcement officials' identification and determine the purpose and necessity of the contact. Once it has been determined that the contact is necessary, appropriate actions will be taken to assist law enforcement officials in locating the person being sought.

If a law enforcement official appears on campus to discuss matters with a student, a message will be delivered to the student and request that they come to the designated area, but the College will not actively remove the student or disrupt the learning environment.

If there is a warrant for a student's arrest, every effort will be made to locate the student immediately. In most cases, a Campus Security Administrator, or the Executive Director of Student Services/CSSO will facilitate the location and escort of the student to the designated area to meet with the law enforcement official. Depending on the nature of the warrant, the law enforcement official may accompany the College official to locate the student.

If a law enforcement official appears on campus to discuss matters with an employee, the employee will be contacted and requested to come to a designated area, but the College will not actively remove the employee or disrupt the workplace.

If there is a warrant for an employee's arrest, every effort will be made to locate the employee immediately. In most cases, the Executive Director of Human Resources/CHRO will locate and escort the employee to a designated area to meet with the law enforcement official. Depending on the nature of the warrant, the law enforcement official may accompany the Executive Director of Human Resources/CHRO to locate the employee.

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The College shall also cooperate with law enforcement officials by providing information about a person as may be required by law. The release of student records to law enforcement personnel is outlined in **Policy J-300 – Education Records, Directory Information, and Privacy**. Law enforcement officials seeking student record information should contact the Executive Director of Student Services/CSSO. Staff records will be provided as required by federal and state laws. Law enforcement officials seeking staff personnel file information should contact the Executive Director of Human Resources/CHRO.

If the law enforcement official indicates that the health or safety of other students, staff, or faculty may be at risk, student/employee information will be released to the law enforcement official. The release of student information to law enforcement officials is included in **Policy J-300 – Education Records, Directory Information, and Privacy**.

The College shall not knowingly participate in any investigation that violates the rights of students or staff.



BLACKHAWK TECHNICAL COLLEGE

SECTION H – SAFETY AND SECURITY

POLICY

H-225 – TRAFFIC AND PARKING CONTROL

Authority	District Board
Effective Date	November 19, 1980
Revision Date(s)	September 21, 2022; May 22, 2018; February 21, 2001
Reviewed Date(s)	January 20, 2010; June 20, 2007; June 1, 2005
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 341.14(1), 343.51, 346.503(1) Local municipal ordinances

The College provides and maintains parking lots and roadways for the convenience of persons attending classes and other events held in college-owned or leased facilities. It is the responsibility of the College to ensure that appropriate policies and rules are established that will protect the safety of everyone using the parking areas and minimize the potential for traffic accidents. Traffic and parking regulations apply to all parking lots owned or leased by the College.

The President/District Director or designee shall:

- Establish and communicate rules and regulations that will control traffic flow and speed, designate where and how vehicles may park, and create special parking areas. All regulations shall comply with applicable Wisconsin statutes, county laws, and municipal ordinances.
- Ensure that traffic regulations and parking restrictions are posted in accordance with the Code of General Ordinances of the County of Rock, City of Monroe, City of Janesville, and the City of Milton, as applicable.
- Arrange with local law enforcement departments to patrol college parking areas and enforce traffic regulations and parking restrictions. Drivers or vehicles that violate traffic regulations and parking restrictions may be ticketed in accordance with state laws and the Code of General Ordinances of the County of Rock and City of Monroe, City of Janesville, or the City of Milton, as applicable.
- Designate handicapped parking spaces, at all college facilities, in sufficient numbers to comply with federal law and Wisconsin Statute 346.503(1) and ensure that all handicapped parking spaces are appropriately posted and marked in accordance with federal regulations. Handicapped parking spaces are reserved for vehicles displaying a disabled license plate issued under Wisconsin Statute 341.14(1) or an approved temporary handicapped parking permit issued in accordance with Wisconsin Statute 343.51. College staff shall not issue temporary permits to any person allowing a vehicle to park in handicapped designated parking spaces.



BLACKHAWK TECHNICAL COLLEGE

SECTION H – SAFETY AND SECURITY

POLICY

H-227 – LOITERING

Authority	Vice President of Finance and College Operations/CFO
Effective Date	January 20, 1982
Revision Date(s)	October 5, 2022; October 9, 2018; June 19, 2018; February 17, 2010; June 15, 2005; February 21, 2001
Reviewed Date(s)	June 20, 2007
Related Forms	
Related Policies and/or Procedures	E-270 – Code of Conduct for Visitors and Guests E-275 – Free Speech H-220 – Cooperation with Law Enforcement Agencies H-275 – Public Assembly
In Compliance With	

The mission of the College is best served by providing its students and employees with a secure, safe, and appropriate environment for the pursuit of learning, training, and work. To assist in providing this favorable atmosphere, college buildings, and grounds are open to all persons who use the facilities in a lawful manner and do not disrupt the educational programming and normal activities of the College. Persons who interfere with or disrupt the College's normal routine or threaten any person who is using the College's facilities will be asked to leave the premises. Disruption includes but is not limited to, the unauthorized entering or accessing of any college building, facility, property, employee work area, service, resource, or activity. Anyone refusing to leave the premises, when requested to do so, may be escorted off the premises and arrested by law enforcement authorities, and charged in accordance with appropriate local ordinances.

Under no circumstances will private process servers be given access to students or staff on college property.



BLACKHAWK TECHNICAL COLLEGE SECTION H – SAFETY AND SECURITY POLICY

H-230 – WEAPONS FREE FACILITIES

Authority	District Board
Effective Date	October 26, 2011
Revision Date(s)	December 7, 2022, September 25, 2019; June 19, 2018
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b) Campus Security Act of 1990 Wisconsin Statutes 943.13(1m) (c)5

The College regulates the possession and use of weapons on campus and, for the purpose of safety, prohibits the possession of weapons in campus buildings, in areas where outdoor classroom activities are held, and in locations where college-sanctioned events are held. This Policy includes any device which can expel a projectile and/or other dangerous weapons including knives with blades more than three (3) inches long, explosives, bows and arrows, swords, tasers, stun guns, batons, or other items, which, in their intended use, are capable of inflicting serious bodily injury or death.

For the purpose of safety, firearms, ammunition, or other weapons are strictly forbidden in any college-owned or operated building or outdoor instructional space unless specifically approved as part of an educational program or campus security operations.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the College and/or prosecution under the appropriate state or federal laws.

No person* shall be permitted to carry firearms or other weapons, concealed, or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College, without the advance, express written permission of the President/District Director or their designee. Weapons in a vehicle on college property must be encased and out of plain sight with the unoccupied vehicle fully secured (e.g., windows up, vehicle locked, etc.) in compliance with Wisconsin Law.

*Certified law enforcement officers and Authorized Armed Campus Security Officers are exempt from this prohibition.



BLACKHAWK TECHNICAL COLLEGE

SECTION H – SAFETY AND SECURITY

POLICY

H-240 – MINORS ON CAMPUS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	March 28, 2017
Revision Date(s)	
Reviewed Date(s)	
Related Forms	H-240Fa Medical Authorization Form H-240Fb College Sponsored Program for Minor Children Release Form
Related Policies and/or Procedures	C-220 – Pre-Employment Criminal Background Checks E-227 – Children at Blackhawk Technical College Facilities and Functions
In Compliance With	Wis. Stat. § 48.02(2g)

The College shall provide for appropriate supervision of minors who are involved in college-sponsored programs, or enrolled as students taking college credit courses, in any college facility. This policy does not apply to general public events where parents/guardians are invited and expected to provide supervision of minors or to events where parents/guardians are explicitly required to accompany their children.

See [Policy E-227 – Children at Blackhawk Technical College Facilities and Functions](#) for guidance on minors on campus who are not involved in a college-sponsored event.

POLICY

A sponsoring unit offering or approving a program that involves minors in a program, or a non-college group sponsoring a program, shall:

- Establish a procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the minor's participation in the program, College Sponsored Program for Minor Children Release Form (Intranet).
- Provide information to the parent or legal guardian detailing the manner in which the participant can be contacted during the program.
- Provide a Medical Treatment Authorization Form (Intranet). All forms must include the following:
 - A statement informing the parent/legal guardian that the College does not maintain medical insurance to cover medical care for the minor.
 - A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
 - A list of any physical, mental, or medical conditions the minor may have, including any allergies that could impact their participation in the program.
 - All emergency contact information including name, address, and phone number of the emergency contact.

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- Ensure adequate supervision of minors while they are on college property. All activities involving minors must be supervised by at least two (2) or more Authorized Adults or by their parent(s) or legal guardian(s) at all times. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, and the activity(ies) involved.
- When hosting high school students participating in pre-enrollment visitation, the requirement for two Authorized Adults will be waived. This requirement also does not apply to licensed counseling services to minors.
- All supervised participants in a college program or a program taking place on college property are permitted in the general use areas but may be restricted from certain areas of the facilities [e.g., storage rooms, equipment rooms, training rooms, staff/faculty offices] or from utilizing certain equipment.
- Programs or activities with minor children in attendance that require overnight housing, lodging, or other sleep accommodation are expressly prohibited (i.e., not permitted).
- Develop and make available to participants the rules and discipline measures applicable to the program. Program participants and staff must abide by all college regulations and may be removed from the program for non-compliance with rules. The following must be included in the program rules:
 - The possession or use of alcohol and other illegal drugs, fireworks, guns, and other weapons is prohibited.
 - The operation of a motor vehicle by minors is prohibited while attending and participating in the program.
 - The parking of staff and participant vehicles must be in accordance with college parking regulations.
 - Rules and procedures governing when and under what circumstances participants may leave college property during the program.
 - No violence, including sexual abuse or harassment, will be tolerated.
 - Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber are prohibited.
 - No theft of property regardless of owner will be tolerated.
 - No use of tobacco products (smoking is prohibited in all college buildings) will be tolerated.
 - Misuse or damage of college property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of college property.
 - The inappropriate use of cameras, imaging, and digital devices is prohibited including the use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Obtain all media and liability releases as part of the program registration process. All data gathered shall be confidential, is subject to records retention guidelines, and shall not be disclosed, except as provided by law (See sample registration form appended to this policy).
- Assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- All Authorized Adults who have direct contact with minors are required to have a current background check on record with the College at the time of hire and/or beginning work with minors.

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- Background checks that have any negative or questionable results must be reviewed and approved by the Executive Director of Human Resources/CHRO prior to the individual being hired and/or working with minors.
- Authorized Adults are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.
 - Overall guidance for background checks is provided in **Policy C-220 – Pre-Employment Criminal Background Checks**.
- Require the program to provide and supervise authorized adults who must be at least 18 years of age. Training for the Authorized Adults must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/emergency responses; safety and security precautions; confidentiality issues involving minors; mandated reporting; and college responsibility/liability. Authorized Adults must know how to request local emergency services and how to report suspected child abuse (Authorized Adults are considered to be mandated reporters as defined by law).
- Responsibilities of the Authorized Adults must include, at a minimum, informing program participants about safety and security procedures, college rules, rules established by the program, and behavioral expectations. Authorized Adults are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.
- Pursuant to policy and law, all college employees shall report child abuse or neglect immediately if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur.

HOW TO MAKE A REPORT

If you are making a report as a mandated reporter pursuant to law or as a college employee, follow these steps:

- The report shall be made, personally or by telephone, to one of the following:
 - County Department of Social Services or the County Department of Human Services, pursuant to Wis. Stat. § 48.02(2g).
 - The sheriff or the applicable city, village, town, or police department.
- Authorized Adults participating in programs and activities covered by this Policy shall not:
 - Have one-on-one contact with minors: there must be two (2) or more adults present during activities where minors are present.
 - This does not apply when there are High School students participating in pre-enrollment visitation.
 - Does not apply to licensed psychologists providing psychological and counseling services to minors.
 - Have any direct electronic contact with minors without another adult being included in the communication.
 - This does not apply when there are High School students participating in pre-enrollment visitation.
 - Engage in abusive conduct of any kind toward, or the presence of, a minor.

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- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
- Pick up minors from or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.
- Provide alcohol, tobacco products, illegal drugs, or medication to any minor. Make sexual materials in any form available to minors participating in programs or activities covered by this Policy or assist them in any way in gaining access to such materials.
- If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, s/he shall discontinue any further participation in programs and activities covered by this Policy until such allegation has been satisfactorily resolved.
- Authorized personnel/signatories for non-college groups using college facilities must provide to the sponsoring unit a written acknowledgment of awareness and understanding of requirements.

PROCEDURE FOR THE DELIVERY OF MEDICATION

Prescription Medication

All prescription medication received at the school must be in the original pharmacy-labeled container showing the dosage.

Over-The-Counter Medication

Over-the-counter medication must have the child's name written on the label. The physician's order including the dosage is required.

If your child is old enough to carry and administer their medication without supervision, complete the Medication Authorization Form-Physician/Parent Signature for Self-Administration/Self Possession

The form must be completed and signed by the physician. The parent/guardian and student must also sign the form. Return the completed original form.

DEFINITIONS

Child – A person under the age of eighteen (18).

College – Facilities: Facilities owned by, or under the control of, the College.

Programs – Programs and activities offered by various academic or administrative units of the College or non-college groups using college facilities.

Sponsoring Unit – The academic or administrative unit of the College which offers a program or gives approval for third-party use of facilities.

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Authorized Adult – Individuals, age 18 and older, paid, or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors. This includes, but is not limited to, faculty, staff, volunteers, students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as chaperones, coaches, instructors, etc.

Direct Contact – Positions with the possibility of care, supervision, guidance, or control of children or routine interaction with children.

One-On-One Contact – Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent, or legal guardian being present. This does not apply to dual credit students within a classroom but does apply to instructor office hours.

Mandatory Reporter – All college employees are considered mandated reporters for child abuse or neglect as defined by law.

“Abuse” means any of the following:

- A physical injury inflicted on a child by other than accidental means. Physical injury includes but is not limited to, lacerations (wounds), broken noses, burns, internal injuries, severe or frequent bruising, or great bodily harm.
- Sexual abuse includes sexual intercourse or sexual contact with a child under the age of 16, sexual exploitation, and forced viewing of sexual activity.
- Emotional damage for which the child's parents or caretaker has neglected, refused, or been unable for reasons other than poverty, to obtain the necessary treatment or to take steps to improve symptoms. Emotional damage means harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal, or aggression.

“Neglect” means Failure, refusal, or inability on the part of the parent or other caretaker of a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter to seriously endanger the physical health of the child.



BLACKHAWK TECHNICAL COLLEGE

SECTION H – SAFETY AND SECURITY

POLICY

H-245 – SEX OFFENDER REGISTRY

Authority	Vice President of Finance and College Operations/CFO
Effective Date	December 19, 2017
Revision Date(s)	October 26, 2022
Reviewed Date(s)	
Related Forms	H-245F Registered Sex Offender Self-Disclosure Form
Related Policies and/or Procedures	
In Compliance With	20 U.S. Code Sections 1092(f)(1)(I) and 1232g(b)(7)(A) (Campus Sex Crimes Prevention Act) 34 Code of Federal Regulations Part 668 Section 170101(j) Violent Crime Control and Law Enforcement Act of 1994 and 42 U.S. Code Section 14071(j)

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the College provides a link to the Wisconsin Department of Corrections Sex Offender Registry in the Annual Safety and Security Report (ASR).

Sex offender students who are required to register in a state must provide notice of conviction to staff at the Office of Safety and Security at the time of enrollment or thereafter upon conviction. Sex offender registry information will be used for the protection of staff, students, and minors on Campus.

The following procedures are prescribed to assist in meeting the goal of the Policy:

- Mandatory self-disclosure of sex offender status at the Office of Campus Safety and Security at the time of enrollment, or thereafter upon conviction.
- Upon awareness of the enrollment of a registered sex offender, the Executive Director of Student Services/CSSO, or designee, will review the student's class schedule and determine if any restrictions are warranted.
- If restrictions are warranted, a mandatory meeting between the student and the Executive Director of Student Services/CSSO, or designee, will take place to review restrictions. A written letter will be issued and discussed with the student containing the restrictions the student must abide by while on the College campus. During this meeting, the student will be advised that failure to comply with restrictions may result in denial of enrollment and access to the campus and/or the decision of the College to contact local law enforcement and probation and parole.

If a sex offender student is enrolled in a college class along with a student who is under the age of 18, the Executive Director of Student Services/CSSO, or designee, will notify the instructor of the class of the student's status as a sex offender.

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The Executive Director of Student Services/CSSO, or designee, along with the Director of Safety, Security, and Risk Management will also determine if there are other college staff members or students, including Rock University High School staff and students, who need to be notified of a student's status as a registered offender to protect persons under the age of 18 on the College campus.

No offender will be intimidated, harassed, or unlawfully discriminated against due to the student's status as a sex offender.



BLACKHAWK TECHNICAL COLLEGE

SECTION H – SAFETY AND SECURITY

POLICY

H-275 – PUBLIC ASSEMBLY

Authority	District Board
Effective Date	January 17, 2017
Revision Date(s)	May 19, 2021; December 16, 2020
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-270 – Code Conduct for Visitors and Guests E-275 – Free Speech F-200 – Community Use of College Facilities
In Compliance With	

The College recognizes the rights set forth in the First Amendment. The property and facilities of the College are dedicated primarily to the academic, co-curricular, and administrative functions necessarily involved with the College's mission. To accomplish this mission while also recognizing First Amendment rights, the College will place reasonable, content-neutral limitations on the time, place, and manner in which individuals can express ideas and assemble on the College's owned or controlled property.

The College is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public.

The College designates areas generally available to students and employees, defined as grassy areas, walkways, and other similar common areas as public forums for expressive activities which are lawful. These areas are chosen to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt the academic, co-curricular, and administrative responsibilities of the College.

The College designates areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the College. Areas of the College that are non-public forums specifically include college offices, classrooms, storage areas, maintenance areas, locker rooms, and any other areas not by tradition or designation a forum for public communication.

The College will designate space assigned as a limited public forum, referred to as the Public Assembly Area, based on the request.

All expressive activities must comply with **Policy E-275 – Free Speech**, **Policy E-270 – Code of Conduct for Visitors and Guests**, and requests to utilize facilities for public assembly will comply with **Policy F-200 – Community Use of College Facilities**.

H-275 – PUBLIC ASSEMBLY

All applicable college regulations, state and federal laws, and municipal ordinances must be followed when engaging in activities on campus. Failure to do so may result in immediate removal from the campus and any other appropriate action by college officials and/or college security.

DEFINITIONS

For purposes of this Policy, the terms below are defined as follows:

Assembly – A gathering of persons for the purpose of expressing, promoting, pursuing, or defending ideas.

Campus – All property and facilities owned or controlled by the College.

Employees – All individuals currently employed by the College.

Expressive Activity – Demonstrations, picketing, vigils, rallies, or performances. For purposes of this Policy, expressive activity does not include social, random, or other everyday communications.

Non-public Forum – Public property that has not by tradition or designation been opened as a public forum.

Public Assembly Area(s) – The specific indoor and outdoor portion(s) of campus designated by the College for assembly and expressive activity.

Public Forum – A place that has a long-standing tradition of being used for, is historically associated with or has been dedicated by government act to the free exercise of the right to speech and public debate and assembly.

Student – All persons currently enrolled in courses at the College, either full- or part-time.



BLACKHAWK TECHNICAL COLLEGE SECTION H – SAFETY AND SECURITY PROCEDURE

H-275.1 – PUBLIC ASSEMBLY

Authority	Vice President of Finance and College Operations/CFO
Effective Date	January 17, 2017
Revision Date(s)	December 2, 2020
Reviewed Date(s)	
Related Forms	H-275.1 F – Public Assembly Request Form
Related Policies and/or Procedures	E-270 – Code Conduct for Visitors and Guests E-275 – Free Speech F-200 – Community Use of College Facilities
In Compliance With	

The College will designate space assigned as a limited public forum, referred to as the Public Assembly Area, based on the request.

EMPLOYEE AND STUDENT REQUESTS TO RESERVE A PUBLIC ASSEMBLY AREA

The public assembly area may be reserved between normal business hours for up to three (3) consecutive business days. In most cases, the use of space will be assigned to the person or organization that requests an area first. The College reserves the right to relocate any assembly to ensure the activity does not interfere with the normal operation of the College or with the rights of others. Requests must be submitted in writing to the Administrative Assistant, Finance, and College Operations a minimum of three (3) business days in advance of the planned activity. A public assembly area will be identified. Notification regarding the reserved space will be provided to the employee/student as well as the Office of Safety and Security.

NON-EMPLOYEE AND NON-STUDENT REQUESTS TO RESERVE A PUBLIC ASSEMBLY AREA

The public assembly area may be reserved between normal business hours for up to three (3) consecutive business days. In most cases, the use of space will be assigned to the person or organization that requests an area first. The College reserves the right to relocate any assembly to ensure the activity does not interfere with the normal operation of the College or with the rights of others. The Office of Safety and Security will designate space assigned as a limited public forum referred to as the Public Assembly Area based on the request.

Applications to request a public assembly area should be directed to:

campussafety@blackhawk.edu

or

Office of Safety and Security

6004 S County Rd G

Janesville WI 53546

Once received application processing may take up to three (3) business days.



BLACKHAWK TECHNICAL COLLEGE SECTION H – SAFETY AND SECURITY POLICY

H-415 – VIDEO SURVEILLANCE FOR CAMPUS SAFETY AND SECURITY

Authority	Vice President of Finance and College Operations/CFO
Effective Date	December 16, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The College recognizes it has the responsibility to promote and foster campus safety; create a safe and secure effective learning environment for staff, students, and the general public; and protect the assets of the College. The College supports the use of security cameras to monitor and record activities on any owned and/or leased campus properties.

Accordingly, the College uses video surveillance to monitor activities in public areas to deter crime and provide for the security and safety of individuals and property that are part of the College community and for any other lawful purpose.

Cameras will be installed, used, and monitored in a professional, ethical, and legal manner consistent with all existing college policies, procedures, and applicable local, state, and federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.



BLACKHAWK TECHNICAL COLLEGE

SECTION H – SAFETY AND SECURITY

PROCEDURE

H-415.1 – VIDEO SURVEILLANCE FOR CAMPUS SAFETY AND SECURITY

Authority	Vice President of Finance and College Operations/CFO
Effective Date	April 10, 2013
Revision Date(s)	December 16, 2020; July 17, 2018; October 15, 2014
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

Any diversion of security technologies for purposes other than specified herein would undermine the acceptability of these resources for critical safety goals and is therefore strictly prohibited.

The procedures herein provide guidelines for the use of video surveillance on college-owned or leased property in a way that enhances security, while at the same time respecting the reasonable expectation of privacy among members of the community.

Further, these procedures are intended to provide guidelines for the installation, monitoring, storage, release, and destruction of surveillance records.

Surveillance cameras may be installed in situations and places where the security of either people or property would be enhanced. The existence of this policy, and any cameras or equipment installed related to this policy, does not imply, or guarantee that cameras will be monitored in real-time 24 hours a day, seven (7) days a week.

PRIVACY

All information obtained by or stored as a result of the use of the system is considered confidential to the extent permitted by law. It is not the College’s intent to monitor routine activities of employees, but to balance rights of privacy with the need to provide a safe and secure environment.

Security cameras will not be used in locations where there is a reasonable expectation of privacy as defined in the law.

SCOPE

The following uses of video technology are not governed by the provisions of this policy:

- **Academic Use:** This procedure does not apply to legitimate academic use of video cameras for educational purposes.
- **Law Enforcement Surveillance:** This procedure does not apply to cameras placed by or used in any way by any law enforcement agency for criminal surveillance.

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- **Unrelated to Surveillance:** This procedure does not apply to video cameras or webcams established for reasons unrelated to surveillance activity, including remote monitoring of facilities construction to ascertain project progress, campus public relations initiatives, or videotaping of college events for use in marketing.

VIDEO SURVEILLANCE INSTALLATION AND CAMERA PLACEMENT

The Director of Campus Safety, Security, and Risk Management shall have oversight of the placement of video surveillance technology, taking care to ensure that the perimeter of view of fixed location cameras conforms to this policy.

In carrying out this responsibility, the Director of Campus Safety, Security, and Risk Management will also consider input and recommendations from members of the College community on suggested camera locations.

The Director of Campus Safety, Security, and Risk Management shall be guided by the following rules governing the placement of video surveillance technology. Any exceptions to these rules must be approved by the Vice President of Finance and College Operations/CFO.

- **Public Areas:** Video surveillance shall be restricted to public areas and areas commonly used by college community groups.
- **Private Areas:** Video monitoring is limited to those areas where individuals would not have a reasonable expectation of privacy.
- **Posting of Notice:** Signs shall be displayed prominently in public areas where video surveillance is being conducted informing the public of the usage of video surveillance on the campus.
 - Exterior Cameras: For exterior cameras, these signs will be posted in a conspicuous place in close proximity to the video surveillance camera.
 - Interior Cameras: For interior cameras, video surveillance warning signs shall be placed at or near each entrance to the places that are being monitored.
- **Placebo Cameras:** The College will not ordinarily utilize inoperative, perfunctory, placebo, or “for looks-only” video surveillance equipment.
- **Changes in Law or Security Practices:** The Director of Campus Safety, Security, and Risk Management shall monitor developments in the law and security industry practices to ensure that camera placement and surveillance are consistent with the best practices and comply with all applicable Federal and State laws. The Director of Campus Safety, Security, and Risk Management shall ensure that this procedure is reviewed on a periodic basis.
- **Installation:** Information Technology Services shall oversee the installation and operation of all approved surveillance equipment.
- **Objections to Camera Placement:** Where complaints are made about the location of video surveillance cameras at the College, the following process shall be followed:
 - The Vice President of Finance and College Operations/CFO will review complaints regarding camera locations and determine whether this video surveillance policy is being followed.
 - In light of this determination, the Vice President of Finance and College Operations/CFO will make a recommendation to the President regarding the disposition of the complaint.
- Once a final decision regarding the complaint is reached, the complainant will be notified, in writing, of that decision.

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- While not always possible, every attempt should be made to finalize decisions regarding complaints about video surveillance locations within 15 working days of receipt of the complaint.

MONITORING

All college employees involved in video monitoring of public areas will perform their duties in accordance with the practices outlined in this procedure. Specifically, the following guidelines shall apply to the monitoring of video surveillance cameras at the College:

- **Generally:** Video surveillance monitoring of campus areas for security purposes will be conducted in a manner that is professional, ethical, legal, and consistent with all existing college policies.
- **Unauthorized Access:** The College will take reasonable security precautions to prevent unauthorized access to, use, or disclosure of data monitored or recorded by any college surveillance systems.
- **Viewing Access:** Access to video surveillance monitors will be limited. Specifically, the following guidelines shall apply in granting access to monitor the video surveillance cameras:
 - Authorized access to the “live view” of security cameras is limited to:
 - President/District Director
 - Vice President of Finance and College Operations/CFO
 - Director of Campus Safety, Security, and Risk Management
 - Evening Administrator and Security Supervisor
 - Security Officers with the approval of the Director of Campus Safety, Security, and Risk Management or the Evening Administrator/Security Supervisor
 - Designated staff (e.g., Welcome Center – select cameras only)
 - Center Coordinators for their respective facility only
 - Facilities Director
 - System Administrators: Media Services Technicians
 - Authorized access to the “recorded view” of cameras is limited to:
 - President/District Director
 - Vice President of Finance and College Operations/CFO
 - Executive Director of Human Resources/CHRO
 - Executive Director of Student Services/CSSO
 - Director of Campus Safety, Security, and Risk Management
 - Evening Administrators and Security Supervisors
 - Security Officers with the approval of the Director of Campus Safety, Security, and Risk Management or the Evening Administrator/Security Supervisor
 - System Administrators: CIO/IT Supervisor/Media Services Technicians
 - Authorized access to the Server and system-wide settings:
 - System Administrators: Media Services, Network, and Server Technicians
- Requests for recorded information will be submitted in writing to the Director of Campus Safety, Security, and Risk Management. Requests must include the following information:
 - Reason for review
 - Date of occurrence
 - Approximate time of occurrence
 - Proximate location

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- Name of individual/s (if known)
- Other pertinent information that will assist in acquiring requested information/incident report
- Requestor's contact information
- Signature of the requestor and printed name and title
- Requests must be made in a timely manner to assure footage retention. The Director of Campus Safety, Security, and Risk Management or designee will respond within five (5) business days to the requestor. If the request is approved, the video images will be provided in a digital format.
- Requests for exceptions to the guidelines listed above shall be made, in writing, to the Director of Campus Safety, Security, and Risk Management. The request shall identify the individual for whom access is sought, the area to be monitored, and the rationale for why access should be granted. If the request is denied an appeal can be made to the Vice President of Finance and College Operations/CFO.
- Training. All personnel involved in the supervision, application, use, or monitoring of video surveillance technology at the College will meet the following requirements:
 - Be trained in the technical, legal, and ethical parameters of appropriate surveillance use.
 - Receive a copy of the policy and administrative regulation and provide written acknowledgment that they have read and understood its contents.

STORAGE

Digital recordings or other media will be stored, handled, and transported in a manner that preserves security. Further, recorded images not related to or used for an investigation shall be kept confidential and destroyed on a regular basis. Accordingly, the following guidelines regarding the storage of video surveillance records shall be strictly adhered to:

- **Location:** Video surveillance records shall be stored in a secure location with access limited to authorized personnel only.
- **Timeframe:** Generally, video surveillance records shall be stored for a period of not less than 15 days and not more than 60 days, unless retained as a part of a criminal investigation, court proceedings (criminal and civil), or other bona fide use, as approved by the Director of Campus Safety, Security, and Risk Management. Records will be maintained in a manner consistent with the requirements of the Wisconsin Public Records law and the Family Educational Rights and Privacy Act. Records that are the subject of a request for release shall not be destroyed.
- **Alterations:** No attempt shall be made to alter any part of any surveillance recording. Surveillance centers will be configured to prevent the tampering with or duplicating of recorded information.
- **Access Log:** An access log shall be maintained by the Office of Safety and Security for all instances of access to, or use of, surveillance records. This log shall include the date, time, and identification of the person or persons to whom access was granted.

RELEASE OF INFORMATION

Information obtained through video monitoring will only be released when authorized by the Director of Campus Safety, Security, and Risk Management, according to these procedures and In Compliance With the law. The following guidelines will govern the release of recordings obtained through the use of video surveillance technology:

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- **Law Enforcement Purposes:** Information obtained through video monitoring may be used for security and law enforcement purposes, and the College will cooperate and assist law enforcement as requested with criminal investigations. This includes but is not limited to providing copies of any recordings within the College's possession.
- **Commercial Use:** Under no circumstances shall the contents of any captured video recordings be used for purposes of profit or commercial publication, nor shall such recordings be publicly distributed except as may be required by law.
- **Recordings Involving Possible Crimes:** Except as outlined in the paragraph above, recordings directly related to a criminal investigation, arrest, or subpoena will not be released to any party. Where requests for recordings take the form of subpoenas or other legal documents, appropriate contact with the College's legal counsel for guidance is required.
- **Confidentiality Statement:** The College's authorized camera monitors shall take reasonable steps to protect the confidentiality of recorded information, and to prevent the unauthorized release of recorded information.

DESTRUCTION OR TAMPERING WITH VIDEO SURVEILLANCE TECHNOLOGY

Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate administrative and/or disciplinary action, as well as possible referral to law enforcement for criminal charges.

DISCLAIMER

The College is not responsible for the loss of recorded video information due to system failure, error, power failure, IT Network failure, or any other causes.

DEFINITIONS

Video Surveillance – A technology that can be used to remotely monitor and record activity across the College campus.

Public Area – An area open for public use where the expectation of privacy is not violated by what could normally be openly observed, such as the campus grounds, an academic hallway, a classroom, a library, testing areas, or study rooms.

Private Area – Areas where an individual might change clothing, such as bathrooms, shower areas, locker, and changing rooms. This would also typically include private office spaces; however, exceptions are appropriate in those areas where monetary transactions occur or where the use of video surveillance is needed to safeguard money or supplies from theft, destruction, or tampering.

Video Surveillance Technology – Any item, system, camera, technology device, communications device, or process, used along or in conjunction with a network, for the purpose of gathering, monitoring, recording, or storing an image or images of college facilities and/or people in college facilities. Images captured by video surveillance technology may be real-time or preserved for review at a later date. Video technology used by the College shall not be used to record sound.

Camera Monitors – Any employee of the College that is authorized to have live access to college-owned video surveillance cameras.