

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1400

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**PROCEDURE TITLE:** Department of Public Safety

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

**BASED ON POLICY:** I-1 Administration and Organization of Miami Dade College Policy Manual Approval and V-8 Operations and Maintenance of College Facilities

**EFFECTIVE DATE:** February 29, 1972

**LAST REVISION DATE:** June 30, 2023

**LAST REVIEW DATE:** ~~June 30, 2023~~; March 15, 2024

## **I. PURPOSE**


To provide information, focus, and direction to ensure a safe and secure environment in direct support to the College Mission. The Departments of Public Safety are organized to perform the functions of providing security for all personnel affiliated with the College, providing external/internal security of all campus buildings, their contents, and their day to day operations, providing routine campus safety and security patrols to help deter, or reduce, the opportunity for crime, or other events that would have an adverse impact on the work and school environment, providing general customer related assistance services to the campus community, over and above the primary safety and security Mission, and in the conduct of executing the safety and security Mission, the Departments of Public Safety will strictly adhere to all College Policies and Procedures that govern the roles and responsibilities entrusted to them by the College.

## **II. PROCEDURE**

1. Each Campus Department of Public Safety will:
  - A. Maintain a daily log enumerating all of the events of each Shift. This log shall be reviewed and signed by the Shift supervisor or his/her designee, at the completion of each Shift, and forwarded to the appropriate Assistant Chief for review and signature prior to filing for possible future reference.
  - B. Maintain a daily Operations log that identifies critical campus infrastructure and provides a daily operational and serviceability status of key items such as: campus lighting, emergency phones, elevators, vehicles, and fire and other campus alarm

systems.

- C. Each Public Safety Department shall maintain a daily visitor's log which shall list the name of the person, or agency requesting access to any room, or campus facility during non duty hours. The list will also contain the requested location, verification by proper authority, time of entry and departure, and the signature of the person requesting entry.
- D. The Public Safety Department shall be responsible for forwarding a request for issuing keys, collecting keys as situations change, and maintaining records of such transactions. Keys will not be issued without proper authorization by the Department Chairperson, or designee, Chief, Department of Public Safety, Director, Campus Support Services, and the Director/Sr. Director of Campus Administration.
- E. The Public Safety Department shall issue special parking permits to authorized personnel conducting business on College campuses and shall maintain permanent records of all visitor transactions.

	
03/15/2024	
<b>PRESIDENT</b>	<b>DATE</b>