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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: CAMPUS SECURITY

NUMBER: PRO 7-03

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REFERENCE: a. Board Rule 2.12  
b. Board Rule 7.02

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**I. PURPOSE**

To establish a clear framework for the operation of contracted campus security services at Lake- Sumter State College.

**II. RESPONSIBILITY**

The Executive Director of Campus Safety shall have responsibility for the contract Campus Security operation, under the direction of the Vice President of Facilities Planning and Operations. However, each and every person on campus; student, faculty, staff and visitor alike, is expected to share this responsibility; in particular, as it applies to the safekeeping of their personal property.

**III. OBJECTIVES**

Lake-Sumter State College is committed to providing a safe and secure educational environment for students, faculty, staff and visitors. Campus Security strives to achieve this through a community-friendly approach that enhances safety through positive, proactive interactions and fostering of communication throughout the college community:

- a. To prevent or deter criminal activity;
- b. To enforce College policies and regulations;
- c. To enforce parking regulations;
- d. To regulate crowds and traffic;
- e. To foster a safe environment to support the College's educational mission.

**IV. DEFINITION OF SECURITY SERVICES**

- a. Lake- Sumter State College will provide armed campus security services through the use of a contract private security company. This contract will provide for security services at all Lake- Sumter State College locations. The contract security response will be supplemented by responses from the appropriate law enforcement agency, when necessary.

- b. Standards of Service
  - 1. Security personnel shall be in uniform at all times while on duty;
  - 2. Security personnel shall maintain proper decorum and display appropriate courtesy at all times;
  - 3. Security personnel are expected to demonstrate proper care in the use and operation of vehicles and equipment;
  - 4. All security personnel shall be familiar with all LSSC campus safety procedures, including all emergency response plans, the Student Code of Conduct, Title IX and Clery reporting.
- c. Effective March 30, 2017, all security officers at Lake-Sumter State College locations will be armed. The purpose of maintaining armed security at Lake-Sumter State College is to provide rapid response to a violent, crisis situation. Armed security will conform to the following parameters:
  - 1. The security services provider and its officers shall comply with all applicable Florida statutes regarding armed private security services.
  - 2. The security services provider shall be responsible for officers completing any and all state required weapons training and certifications.
  - 3. The security services provider shall be responsible for officers completing any and all required continuing education to keep officers proficient and certifications current.
  - 4. The security services provider and its officers shall maintain required insurance and liability policies related to providing armed security and shall provide copies to the College.
- d. Security Duties
  - 1. Uniformed officers on duty during regular college hours of operation shall provide general campus safety and security.
  - 2. Uniformed officers on duty during special events shall provide general safety and security and crowd and traffic control as needed for the event.
  - 3. Security services may include, but are not limited to, the following:
    - i. Regular patrols of all campus property and facilities
    - ii. Submission of a daily report of activities
    - iii. Investigation of safety and security related incidents
    - iv. Submission of incident reports
    - v. Monitoring of security cameras
    - vi. Ensuring that all facilities are secured/opened as needed
    - vii. Enforcing parking regulations and traffic safety
    - viii. Responding to emergency or other types of incidents on campus and providing appropriate assistance
    - ix. Responding to campus fire/security alarms.

## **V. USE OF FORCE**

- a. Use of force shall comply with applicable Florida statutes, which are summarized in the Security Officer Handbook published by the Florida Department of Agriculture and Consumer Services as follows:

1. Licensed security officers are not law enforcement officers and are not granted any police powers regarding arrest or use of force. (Section 493.6118(1)(i), F.S.)
2. Deadly force may never be used by a security officer except in self-defense or defense of another from imminent death or great bodily harm. The use of deadly force to protect property loss is prohibited by law. (Section 776.012, F.S.)
3. Non-deadly force may be used by a security officer to the extent necessary for self-defense or defense of another against the use of unlawful force or to prevent or terminate trespass or "interference" with the property the security officer has a legal duty to protect. (Section 776.031, F.S.)
  - i. Security officers that are trained and authorized may carry and use OC (pepper) spray in the performance of their duties on Lake-Sumter State College property.
  - ii. The security services provider is responsible for all training, certification, and record keeping required for security officers to properly utilize non-deadly force options.
  - iii. Any additional non-deadly force options will require administrative approval from the College before implementation.
4. Security officers in the employ of, or contracted with, retail establishments, who have probable cause to believe a retail theft has occurred, have specific statutory authority to detain shoplifting suspects until law enforcement can respond to make an arrest. Law enforcement must be called to the scene immediately. (Section 812.015(3)(a), F.S.)
5. Firing a warning shot for any reason, including an attempt to stop a person suspected of the commission of a crime, is prohibited. (Sections 493.6118(1)(f) and (j), F.S.)

## **VI. SEARCH AND SEIZURE**

Search and/or seizure is authorized by Board Policy 2.12, but only upon reasonable suspicion that an illegal act or a violation of College rules and regulations has been, or is about to be, committed and then, only by the President, or their designee. Accordingly, campus Security officers will not attempt to conduct a search or seizure. In any situation in which search or seizure is deemed necessary, assistance shall be requested from the College President or designee or the appropriate law enforcement agency.

## **VII. INCIDENT REPORTING**

- a. During regular College hours of operation students, faculty, staff and guest should report any safety or security incidents to Campus Security. If the nature of the incident requires immediate, emergency response, 911 should be notified first to begin emergency service response. Campus Security may be reached via phone at:  
  
(352) 516-3795 Leesburg

(352) 516-5074 South Lake  
(352) 303-7296 Sumter  
(352) 516-4283 Cagan Crossings

- b. If an incident occurs outside of normal College operational hours, call 911 for immediate emergency assistance. If the incident does not involve an emergency, you should contact Campus Security during the next business day to report it.
- c. All reported incidents will be entered in the Campus Security Daily Activity reports. Incidents requiring investigation, explanation, follow-up and/or referral to other College personnel will be documented using an Incident report. All responses to College property by outside emergency services shall be documented.
- d. All identified safety hazards, non-functioning equipment or items in need of repair or replacement will be reported via the work order system.
- e. Campus Safety will maintain a Daily Crime Log, listing all crimes occurring on campus and reported to Campus Safety. This log will include the nature of the crime, date/time of occurrence, date/time reported, general location and disposition. This Crime Log is available for public inspection upon request.

#### **VIII. ANNUAL SECURITY REPORT**

Lake-Sumter State College publishes and distributes an annual security report in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (Section 485(f) of the Higher Education Act). The annual report is posted on the College website by October 1 each year. The report is available on the LSSC website and copies of the report are available upon request to prospective students and employees through Enrollment and Student Affairs or the Human Resources office.

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