

<b>COUNTY COLLEGE OF MORRIS</b>	
<b>Business and Finance Division Policies and Procedures Manual</b>	
<b>Subject:</b> SECURITY/SAFETY COMPLAINTS EMERGENCY/NON-EMERGENCY	<b>Page:</b> 13.07.01
	<b>Date:</b> 4/24/15

General

A major role of County College of Morris is to provide a positive avenue for employee complaints regarding security and safety matters. The college will attempt to address each complaint in a professional and timely manner.

Policy

It is the policy of the college, through the Department of Public Safety, to comply with all regulations in effect by local, county, state and federal agencies which are applicable to its daily operations. The Department of Public Safety will evaluate each employee complaint based upon the above regulations in order to determine if the complaint poses an eminent danger, is potentially hazardous or is a routine request.

Authority

Vice President for Business and Finance  
 Director of Public Safety  
 Environmental Health and Safety Coordinator  
 All municipal, county, state and federal rules and regulations

Responsibility

Director of Public Safety  
 Environmental Health and Safety Coordinator  
 Department Supervisors and/or Department Heads

Procedure

- A. Security/Safety Complaint--Emergency: Eminent Danger
1. Any employee who identifies a security or safety situation which poses an eminent danger should contact the security dispatcher and his/her supervisor immediately.
  2. Security and/or Safety personnel will respond immediately to any location indicated as an eminent danger situation. Where required, the appropriate outside emergency assistance will be requested.

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3. The Director of Public Safety or his designee will contact the offices of the President and Vice President for Business and Finance.
4. If necessary, the County College of Morris Emergency Evacuation policy and procedure will be implemented (see procedure 13.01.01).
5. The emergency procedures must be followed until the incident is concluded. At such time, the campus may resume normal operations.
6. A detailed report of the incident will be completed and forwarded to the Vice President for Business and Finance and other appropriate individuals where necessary.
7. If requested, results of the incident will be shared with the complainant.

**B. Security/Safety Complaint--Emergency: Potentially Hazardous**

1. Any employee who identifies a security or safety situation which poses a potentially hazardous condition should contact his/her supervisor and the security dispatcher as soon as time permits.
2. The Department of Public Safety will give any potentially hazardous complaint top priority.
3. The Department of Public Safety will evaluate the complaint to determine if the employee level of concern is justified.
4. The Department of Public Safety will determine if the potentially hazardous complaint can be resolved internally.
5. If internal resolution is possible, the Department of Public Safety will contact the appropriate college personnel to rectify the situation. Where required, the appropriate outside emergency assistance will be requested.

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6. Upon resolution of the potential security/safety hazard, normal operations may resume.

7. A detailed report of the incident will be completed and forwarded to the Vice President for Business and Finance and other appropriate individuals where necessary.

8. If requested, results of the incident will be shared with the complainant.

C. Security/Safety Complaint--Non-Emergency: Complaint

1. Any employee who identifies a non-emergency security/safety issue should contact his/her supervisor or the Department of Public Safety.

2. The Department of Public Safety will address the issue in a timely manner.

3. The Department of Public Safety will evaluate and resolve all security/safety complaints based upon the appropriate regulations or established security/safety practices.

4. An investigation report or other routine reports may be required; i.e., work order, incident card, or brief memo where necessary and forwarded to the appropriate college personnel.

5. If requested, results of the incident will be shared with the complainant.